



Job Description: Learning Support Assistant

Main Purpose of Job

1. To work under the guidance of the class teacher to support teaching and learning in the classroom
2. To provide general support to the class teacher in the management and organisation of the pupils and the classroom
3. To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment
4. To promote the inclusion of all pupils ensuring they have equal access to opportunities to learn and develop
5. To be responsible for promoting and safeguarding the welfare of children and young people within the school

Main Responsibilities

Support for the Pupils/ Families:

- To deliver pastoral and learning support
- To provide feedback to pupils in relation to progress and achievement
- To establish and develop productive working relationships with pupils acting as a role model and developing 1:1 mentoring arrangements and providing support for distressed pupils
- To work with pupils, understanding how to motivate and encourage them to develop and achieve
- To work with the SENCO and other teachers to develop and implement EHC and behaviour mentoring plans
- To promote the inclusion and acceptance of all pupils within the classroom. Encourage pupils to interact and work co-operatively with others and engage in all activities
- To work with small groups of children and to take responsibility for their learning
- To support a child with disabilities or special educational needs

Support for the Teachers:

- Within an agreed system of supervision, to work with the teacher to develop lessons, work plans and the classroom environment
- To assess, feedback and record the achievements and progress of pupils through agreed monitoring systems
- To develop behaviour management strategies. To be proactive in managing behaviour and promote self-control, independence and integration
- To accompany teachers and classes on educational visits
- To work with the class teacher to complete administration tasks and prepare displays

Support for the School:

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos/work/aims of the school
- To attend and participate in regular meetings, and in training and other activities as required
- To assist in the general care of the school environment
- To assist with children at the beginning and end of the day and in the playground as required
- To support the appraisal system for support staff
- Within an agreed system of supervision, to facilitate learning during short periods of teacher absence for planned meetings

Support for the Curriculum:

- Within an agreed system of supervision, to deliver learning and teaching activities and adjust these when necessary
- To be responsible for management of stock levels and for maintenance / quality /safety of specialist equipment
- To use and prepare specialist equipment, plans and resources necessary to support learning activities, taking into account pupil's interests, language and cultural backgrounds
- To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher