



# Learning Support Assistant - Job Specification

The appointed candidate will be expected to support students in the classroom enabling effective learning to take place, building independence and enthusiastically reducing barriers to learning. Occasionally you will work with specified students on a one-to-one basis and at other times you may work with small groups or support a whole class. There is an expectation that as part of the team you will fully immerse yourself within the team and provide help as and when it is needed.

## Responsibilities

- \* Clarifying and explaining instructions, helping to provide a scaffold to assist independent completion of tasks
- \* Ensuring correct and safe use of equipment and materials
- \* Assisting with identified weaknesses, e.g. reading, spelling, presentation of work, behaviour and language skills
- \* Liaising with the subject teacher in the provision of individual programmes of work and being aware of desired outcomes
- \* Delivering individual programmes of work either academic or social where required and being prepared to work one-to-one e.g. Precision Teaching, Social Stories and Comic Strip Conversations
- \* Provide support for students from a wide variety of backgrounds who may have a range of needs
- \* Establishing a supportive and non-judgemental role
- \* Encouraging and motivating the students to continually strive to be the best they can be
- \* Promoting and reinforcing self-esteem – ensuring that every student feels successful every lesson
- \* Supporting social and emotional development of students, reporting any issues when necessary
- \* Assisting other students in the class when appropriate and using initiative within the limits of agreed expectations
- \* Working closely with students who display challenging behaviour, demonstrating compassion and understanding at all times
- \* Able to judge situations and use own initiative and act proactively
- \* Remain professional throughout, providing our students with a positive role model in all aspects of life
- \* Provide detailed and regular feedback on student progress to teaching staff when required
- \* Carry out occasional administrative duties, such as preparing classroom resources
- \* Look after students who have had accidents, need help dressing or are upset
- \* Create imaginative displays of student work
- \* Show a flexible approach to your work e.g. a range of school related activities such as food technology, PE & Games, art, drama, dance and science projects
- \* Provide support outside the classroom such as helping during exams or going on school trips
- \* Help with extracurricular activities (within the constraints of your contract), such as homework club or revision sessions
- \* Work as a key worker for specific students who need daily contact with an adult they can trust
- \* Contribute to the maintenance of student records including One Page Profiles and Annual Reviews for Education, Health and Care Plans
- \* Attend identified departmental training sessions and contribute positively to the ethos of the department