**Job Title:** Learning Support Assistant

**Line Manager:** ALNCo

**Responsible to:** The Warden

**Hours:** Full Time

**Salary:** TBC

**Start Date:** September 2017

Main Functions: To assist in promoting the learning and personal development of the pupil to whom you are assigned, to enable that pupil to make best use of the educational opportunities available.

1. To aid pupils to learn effectively, for example:

* Clarifying and explaining instructions
* Ensuring the pupil is able to use equipment and materials provided
* Motivating and encouraging the pupils as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to need
* Assisting in specific areas as appropriate e.g. speech and language, reading, spelling, numeracy, handwriting/presentation
* Using praise, commentary and assistance to encourage pupils to concentrate and stay on task
* Liaising with class teachers, ALNCo and other professionals regarding individual development plans (IDPs) and contributing to planning and delivery as appropriate
* Providing additional nurture to pupils when requested by class teachers or ALNCo
* Consistently and effectively implementing agreed strategies
* Helping to make appropriate resources to support the pupil
* Willingness to take on training in specialist fields

1. To establish supportive relationships with pupils
2. To promote the acceptance and inclusion of pupils with SEND, encouraging pupils to interact with each other in an appropriate and acceptable manner
3. Monitor pupils’ responses to the learning activities and, where appropriate, modify or adapt the activities as agreed with teachers to achieve the intended learning outcomes.