**Whickham School and Sports College**



**JOB DESCRIPTION**

**POST: Learning Support Assistant**

**GRADE: Grade E pro rata to term time only 32.5 hours per week actual salary**

Whickham is a school at the heart of the community. It is a place in which everybody is valued and where learning is cherished in a safe, caring and supportive environment. A school where everyone is inspired to be the best they can be.

**Purpose of the post and main scope of responsibility:**

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area. To assist the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task.

**Responsible to**: AEN Coordinator

**Hours of Work:** 32.5 hours per week Monday – Friday 8.30am – 3.30pm

**MAIN DUTIES**

* Providing support to pupils, supervise and provide particular support for pupils ensuring their safety and access to learning activities.
* Establishing productive working relationships with pupils, acting as a role model and setting high expectations
* Attending to the pupils’ personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters - this may include the use of specialist equipment.
* Promoting the inclusion and acceptance of all pupils within the classroom
* Supporting pupils consistently whilst recognising and responding to their individual needs
* Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
* Encouraging pupils to interact and work co-operatively with others, and to engage in activities led by the teacher
* Promoting independence and employ strategies to recognise and reward achievement of self-reliance
* Encourage pupils to interact with others and Set challenging and demanding expectations and promote self-esteem and independence
* Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
* Undertake 1 to 1 mentoring sessions with pupils by providing specialist support
* Implement learning activities through leading small groups of agreed teaching programmes

**OTHER DUTIES**

* Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils’ work
* Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
* Assist with the planning of learning activities and lesson plans.
* Monitor pupils’ responses to learning activities and accurately record achievement/progress as directed
* Provide detailed and regular feedback to teachers on pupils’ achievement, progress, problems etc.
* Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
* Establish constructive relationships with parents/carers
* Administer routine tests and invigilate exams and undertake routine marking of pupils’ work
* Provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc.
* Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
* Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3 and KS4 recording achievement and progress and feeding back to the teacher
* Support the use of ICT in learning activities and develop pupils’ competence and independence in its use
* Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required
* Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
* Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

**STAFF DEVELOPMENT**

* To continue the process of professional development through general work within the school and undertaking relevant in-service training.
* To undertake training relevant to the role performed
* To undertake training so as to be able to substitute for colleagues as and when required

**GENERAL**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. To carry out any reasonable request made by the Headteacher or line manager.
3. No Job Description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.

Signed …………………………………………….. (Post holder)

Date………………………………………………………………….