

Job Description: Learning Support Assistant

Reports to: Head of SEND
Start date: April 2018
Hours: 40 hours per week, term time only plus one week (40 weeks)

The Role

- To support individuals with SEND and groups of pupils to assist them in their learning.
- To establish professional relationships with pupils, parents and teachers and to support them in establishing a supportive and nurturing learning environment in which children make good academic progress.

Key Responsibilities

Learning Support

- Promote inclusion and acceptance of all pupils in the Academy, including those with physical, learning and behavioural difficulties.
- Provide in class and one-to-one support of pupils with physical, learning and behavioural difficulties.
- To liaise with other LSAs to agree monitoring and assessment procedures for staff, setting and objective and involving staff in self-review.
- Facilitate discussion with classroom teachers around specific working practices.
- To promote inclusion and acceptance of all pupils in the school, including those with physical, learning and behaviour difficulties.
- Work with teachers to assess the needs of individual children.
- Work with the Head of SEND and other teachers to implement Pupil Education, Care and Health Plans and develop resources for pupils who have: Special Educational Needs and Disabilities (SEND), English as a second language, speech or language impairments, or behaviours that interfere with learning and/or relationships.
- Plan and facilitate small group teaching.
- Plan and undertake direction for 1-2-1 teaching.
- Assist with whole class teaching.
- Observe, record and feedback information on pupil performance.
- Assistant in creating materials for curriculum delivery and display boards.
- Assist with behaviour management both inside and outside the classroom.
- Provide offsite community based opportunities for pupils if appropriate to the job assignment.
- Assist pupils' achievement outside of the classroom e.g. in the computer lab, library etc.

Other Support

- Supervise pupils in playgrounds, lunchrooms etc.
- Deliver support to pupils with physical disabilities to enable them to move safely around the school site and also to support them in aspects of personal care and daily living.
- Assist with follow-through for related services, e.g., speech/language therapy, occupational therapy, physical therapy.
- Maintain pupil and family confidentiality.
- Attend regular meetings and training, as required.
- Undertake the paperwork associated with caseload.
- Maintain stock supplies and distribute as required.

Other

- To play an active part in the development of the pupils through positive interactions with them and direct support of their learning.
- To undertake any other responsibilities as directed by the line manager and/or Principal.
- To meet the expectations of all Bolingbroke staff as laid out in the Staff Expectations Policy.
- To uphold all Academy policies with consistency and diligence.
- To undertake specific manual handling and fire training in relation to supporting pupils with physical disabilities