**Job Description – Learning Support Assistant**

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually.

Job Purpose

To provide support for pupils, teachers, the curriculum and the school by:

* fostering the participation of pupils in the social and academic processes of the school;
* seeking to enable pupils to become more independent learners;
* helping to raise the standards of achievement for all pupils, especially in speaking and reading.

Areas of responsibility and key tasks:

**Teaching and Learning:**

* To assist in the educational and social development of pupils under the direction and guidance of the head teacher, Special Educational Needs co-ordinator and class teachers, with a focus on speaking, listening and reading;
* To implement agreed learning activities or teaching programmes, adjusting activities according to pupils’ responses and needs, on an individual, small group or class basis;
* To establish productive working relationships with pupils, acting as a role model and setting high expectations;
* To help develop programmes of learning activities and to adapt appropriate materials, with the support of the class teacher;
* To provide support for individual students inside and outside the classroom to enable them to fully participate in activities;
* To encourage pupils to interact and work co-operatively with others and engage all pupils in activities;
* To ensure pupils are fully focused in lessons;
* To proactively support the behaviour management strategies of the classroom.

**Recording and Assessment:**

* To monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives;
* To provide feedback to teachers;
* To assist in the implementation of Individual Education Programmes for students and help monitor their progress;

**Standards and Quality Assurance:**

* To support the aims and ethos of the school;
* To attend and participate in wider school activities;
* To uphold the school's behaviour code and dress code;
* To participate in staff training;
* To participate in Continuing Professional Development;
* To attend team, year group and staff meetings;
* To be proactive in matters relating to health and safety;
* To undertake regular appraisal.

**Other duties and responsibilities:**

* To assist with the preparation and presentation of displays of student's work;
* To provide morning supervision between the times of 7:10 and 7:30;
* To support class teachers in photocopying and other tasks in order to support teaching;
* To assist with the preparation of the classroom for lessons;
* To assist with school events, trips and activities;
* To work with the teacher to establish an appropriate learning environment;
* To determine the need for, prepare and maintain general and specialist equipment and resources;

Carry out any other reasonable duties as directed by the head teacher or that of a class teacher.