

## **Learning Support Assistant Job Description**

Reporting to: Inclusion Leader and Class Teacher of Pupils

### **Purpose of the Job**

To provide practical assistance to the line manager in the school in catering for the personal welfare and education needs of pupils. As far as possible to ensure a safe working environment for staff and pupils. To contribute to facilitating pupil access to the education system, promoting inclusion, assessing and supporting achievement and monitoring progress towards service objectives. **Supporting pupils on the special educational needs register as required.**

### **Main duties**

- Ensure that you are aware of the child's statemented needs and the contents of the Individual Education Plan.
- Consult with the Headteacher, Inclusion Leader SENCO and Class Teacher at any time in order to:
  - clarify your responsibilities in supporting your designated pupils
  - bring to the attention of others any development or concerns which should be noted.

Pupils will be set short-term targets which will be discussed with you by the SENCO and the class teacher. You will be actively involved in helping to set these targets and in the evaluation of progress towards achieving the targets. You will be expected to keep an on-going record of your work with pupils, making a note of the tasks undertaken and the pupil's responsiveness.

- Contribute to termly and annual reviews of your pupil's progress and if appropriate to be involved with meetings between the Class Teacher, Inclusions Leader, SENCO and pupil's parents.
- To provide personal care and assistance for pupils who require such support. This may include assisting with oral and personal hygiene including changing nappies/pads and facilitating incontinence programmes, feeding or assisting with feeding the pupil safely and hygienically and supporting the pupil during break and lunch times as appropriate.
- To prepare, and assist in the preparation, of the classroom resources, display, equipment and computers for use by pupils.
- To work with individuals and small groups on specific activities under the guidance of the Class Teacher and/or other lead person.
- To motivate and support pupil(s) to remain on task and complete work in a focused way.

- Accompanying and supporting pupil(s) on outings from school as necessary.
- To pass on information about pupil's personal and educational needs to the Class Teacher and other staff as appropriate. To contribute to team meetings and review meetings.
- To support the pupils in physical activities (PE, Drama, playtime etc) as required.
- To undertake training and attend INSET days in accordance to contractual requirements. To contribute to whole school policies.
- Attending to minor accidents at school, where appropriate training has been given, and supervising unwell children at the direction of the Head Teacher.
- To maintain the health and safety of pupils and colleagues in the school by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with to your line manager.
- To support the School's/Borough's Equal Opportunities policies
- Assisting with any other duties of a similar level of responsibility as required by the Head Teacher.

#### **At this level**

The employee will work under the supervision of the Class Teacher or Inclusion Leader/ SENCO in the School and may be either a new entrant to the occupation or someone who has experience across a range of duties.

#### **At this level the employee will be expected to:**

- Help with classroom resources, displays and records
- Help with the care and support of pupils
- Provide support for learning activities
- Provide effective support for his/her colleagues

#### **This will involve:**

- Supporting literacy and numeracy activities in the classroom
- Contribute to the management of pupil behaviour
- Support the use of ICT in the classroom

- Support the maintenance of pupil safety and security
- Contribute to the health and well-being of pupils
- Undertake training in the specific skills needed, e.g. Manual handling, feeding, Communication. (Personal care and assistance must be carried out following established advice, procedures and guidelines and following appropriate training.)
- Using office machinery e.g. photocopy,

**In addition they may also**

- Support pupils with communication and interaction difficulties
- Support pupils with cognition and learning difficulties
- Provide support for pupils with sensory and/or physical impairments
- Undertake specific training in the skills needed to provide the personal care required, e.g. manual handling, communication skills.

**Educational requirements**

- NVQ Level 2
- Good literacy and numeracy skills