**Main purpose of the job – Learning Support Assistant**

To take a pro-active role in the support of the educational and emotional needs of pupils, to support the delivery of the IMI (institute of the Motor Industry) Curriculum and the School through the provision of a high level of assistance in the practical organisation of class activities, undertaking groupwork and ensuring the welfare and development of pupils.

**Duties and responsibilities – Learning Support Assistant:**

1. To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the Mechanical Engineering or Construction Curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible.

2. To establish supportive relationships with the pupil/s concerned and to encourage acceptance and inclusion of all pupils.

3. To encourage social integration and individual development of pupils. To develop methods of promoting and reinforcing pupils’ self-esteem and maintaining high standards of pupil behaviour

4. To assist with lunch and breaktime supervision of children

5. To accompany children on educational visits and outings as supervised by the Teacher.

6. To assess, monitor and record children’s progress in relation to IEP’s, and to feedback to the SENCO/Teacher with regard to children’s progress and the success of IEP’s, including making recommendations for alterations to improve the effectiveness of IEP’s.

7. To assess, monitor and record children’s progress, behaviour and general wellbeing. To feedback any information (including concerns) regarding the well-being and educational needs of children to the Teacher or Headteacher as appropriate.

8. To meet with teachers and the SENCO on a regular basis to discuss improvements to the teaching practices, delivery of the curriculum and progress and concerns regarding individual pupils.

9. To be aware of confidential issues linked to home/pupil/Teacher/school work and to ensure the confidentiality of such sensitive information.

10. To supervise an individual or small group of children within a class under the overall control of the Teacher.

11. To administer minor first aid (as trained), and to assist with children who are sick as needed.

12. To carry out administrative tasks associated with all of the above duties as directed by the Teacher.

13. To remain aware and work within all relevant school working practices, policies and procedures.

14. To attend staff briefings and school-based INSET as required.

15. The post holder is responsible for his/her own self-development on a continuous basis.

16. To be aware of and work in accordance with the school’s child protection policies and procedures, and to raise any concerns relating to such procedures.

17.To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation(including Health and Safety, Data Protection).

18. To undertake other duties appropriate to the grading of the post as required.

19. To maintain confidentiality of information acquired in the course of undertaking duties for the department.