GREENWOOD ACADEMIES TRUST

JOB DESCRIPTION

Post title: LEARNING ASSISTANT

Reporting to: Principal/ Deputy Principal/SENCo/Teacher

Purpose: To provide support to the Teacher across a range of activities to promote development and learning.

The following information is furnished to assist staff joining the Greenwood Academies Trust to understand and appreciate the role they play in the Organisation

MAIN(CORE) DUTIES:

- Supervise activities of individuals or groups of pupils wherever these are planned to take place around the Academy.
- Promote the development and learning of pupils (physical, emotional, educational and social) taking into account their speech, language, communication and social needs. Foster growth of self-esteem and independence, observe and record development.
- Assist with the planning and preparation of resources and activities in line with curriculum and local and national initiatives, e.g. literacy and numeracy.
- Assist pupils in the use of all classroom resources to ensure full participation.
- Assist pupils with a variety of personal self-help skills that are part of every day school experience and reporting progress or difficulties.
- Be familiar with all relevant statements of special educational needs specific to individual pupils.
- Establish and maintain consistent and positive relationships with pupils and interacting with them according to individual needs.
- Work with planned interventions/strategies from outside agencies where necessary according to the needs of specific pupils.
- Plan and deliver personalised learning plans taking into account individual needs and track the pupil's progress.
- Support pupils' needs during off-site visits under the direction of the Teacher.

- Act in accordance with Trust policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.

- Ensure the health and safety of all pupils at all times.

- Report any pupil problems to the Class Teacher(s).

- Any other responsibilities deemed appropriate to the level of the post.

All adults employed by the Greenwood Academies Trust are responsible for safeguarding and promoting the welfare of pupil they are responsible for or come into contact with.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description