



JOB DESCRIPTION FOR LEARNING SUPPORT ASSISTANT

Professional Duties

The Learning Support Assistant is responsible to the Head of Curriculum Support in the first instance and the Headmistress in the absence of the Head of Curriculum Support and will be responsible for supporting the learning of pupils with SEND in the classroom, one-to-one and in small groups. The Learning Support Assistant will work closely with the Head of Curriculum Support team and the Teachers.

1 Duties

The following duties shall be deemed to be included in the professional duties which the Learning Support Assistant shall be required to perform:

- a) With the guidance of the Class Teacher and/or Head of Curriculum Support undertaking activities with individuals and groups of children to facilitate their educational, emotional and physical development within a safe environment.
- b) Working to establish a supportive relationship with the children and parents concerned to facilitate effective communication and partnership between school and home.
- c) Advising and supporting class teachers in the inclusion of specific pupils with SEND and helping them to differentiate and prepare resources that meet the pupils' needs and interests. Liaising with the class teacher to devise complementary learning activities.
- d) Carrying out educational activities, ensuring that specific guidelines are followed whilst promoting independent learning to support the children's understanding.
- e) With the support of the Head of Curriculum Support, maintaining specific pupils' SEND support arrangements documents, setting SMART targets based on EHCP targets and working towards the achievement of those targets.
- f) Planning and preparing effective lessons 1:1 and for small groups, ensuring that pupils are working towards their targets.
- g) Providing pupils with effective feedback on their work and progress and encouraging them to take responsibility for their learning.
- h) Monitoring, evaluating, and providing teachers with feedback on pupils' participation and progress.
- i) Promoting and reinforcing pupils' self-esteem and encouraging the pupils to maximise their achievement and development.

- j) Attend department meetings and, under the overall direction and guidance of the Head of Curriculum Support and the class teacher, contribute to the short, medium and long-term planning.
- k) Contributing to the maintenance of pupil records and reporting on progress made by pupils.
- l) Attending and contributing to annual review meetings with parents and other professionals to support the monitoring and development of the child where appropriate.
- m) Liaising with external professions where needed to support the development of specific pupils.