

Job Description

Job title: Learning Support Assistant

Responsible to: SENDCO

All Staff at Polam Hall School should:

1. Promote and support the distinctive character of the School as demonstrated through its ethos, service to the community, promotion of spiritual and moral values and its commitment to community cohesion.
2. Understand the concept of in loco parentis and be concerned for the development and well-being of each pupil holistically, through pastoral and spiritual leadership.
3. Contribute to the whole professional life of Polam Hall School which has successful teaching and learning as its core purpose supported by all staff contributing to the Woodard Academies Trust's commitment to each student gaining meaningful enriching experiences.

Job Purpose:

- Working under the direction of a qualified teacher, the post holder will provide support to a pupil or pupils with learning needs to enable them to reach their potential.
- To work with the pupil(s) within a whole class setting to support the delivery of high standards of teaching and learning and pupil progress.
- To respond to the specific learning needs of the pupil(s).
- To actively uphold the values and ethos of the school in all interactions with pupils, and to model the behaviours expected of pupils.
- To be proactive in managing pupil behaviour and if necessary welfare support.
- To supervise pupils at lunch and break times as required.

Main Duties:

- Provide learning support to an individual pupil or pupils during lessons.
- To work with teaching staff to evaluate and adjust work programmes and intervention strategies as appropriate.
- Monitor and evaluate the pupil's response to planned learning activities, observing and reporting achievement against pre-determined learning objectives.
- Provide feedback to teachers and the pupil progress made with a learning objective.
- To prepare resources for learning and contribute to learning displays as required.
- To assist teachers with the preparation of the learning environment to enable effective teaching and learning.
- To act as a key worker for individual pupils as directed by class teacher/SENDCO
- To work with the teacher and all staff in managing pupil behaviour.

- To actively engage in own professional development and learning for the benefit of pupil progress.
- To liaise with parents as appropriate.
- To undertake any other duties reasonably required by the class teacher / SENDCO / Principal (and after discussion with the post holder) provided the task is commensurate with the post holder's core skill competencies, knowledge and experience in the role.

Other

- To have regard to guidance on keeping children safe in education.
- To observe health and safety requirements and to contribute to ensuring a safe working environment.
- To take responsibility for one's own continuing professional development.
- To maintain high standards of professionalism in every facet of the role, including conduct, dress code, and communications.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main accountabilities and expectations for the post.