

Gosfield School

**Job Description: Learning Support Assistant**

**Line Manager: Head of Prep and Nursery**

Responsibilities:

* To support the class/subject teacher in meeting the individual needs of the pupils in the class
* To run interventions with groups or individuals
* To organise and prepare teaching and learning material when required
* To attend meetings and reviews with parents and external agencies as required and provide relevant up to date information
* To be aware of the alternative approaches and ways of working with pupils which can enhance their achievements
* To be aware of and support the implementations of a pupil’s Individual Education Plan (IEP)
* To encourage the development of self-care and independence of pupils
* To keep written records where appropriate, of important information about pupils which can be shared with others
* To respond appropriately to activities and situations within the classroom
* To develop a working relationship with individual teachers in order to enhance the learning environment
* To assist in the administration of records for children
* To monitor and review progress with SEN teaching staff, the class teachers and the Head of Prep
* To ensure all health & safety requirements are being adhered to
* To support the administration of diagnostic testing procedures
* To teach individual pupils following their IEP’s and assessments
* To carry out exam invigilation and access arrangements as required
* To attend school trips and visits if necessary with the permission of the SENCo
* To assist in completion of records for external agencies
* To attend and participate in departmental and whole school meetings as appropriate
* To participate in the PDR scheme and attend external courses for continued professional development

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| **Note:** The duties and responsibilities of this post may vary from time to time according to the changing needs of the school. The Principal reserves the right to review and amend the job description. |

October 2019