

## Job Description

<b>Job Title</b>	Learning Support Assistant	<b>Grade</b>	5-6
<b>School</b>	Secondary School	<b>School/Section</b>	SEND
<b>Reports to</b>	SENDCo	<b>Direct reports</b>	None

### Job purpose

To work under the specific supervision, instruction and guidance of the class teacher to support the teaching and learning activities in the classroom.

- To provide general support to the class teacher in the organisation and management of pupils and the classroom.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
- To promote the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

### Roles & Responsibilities & Qualities

#### Support for pupils:

1. Under the specific supervision of the class teacher, to work with individuals and groups of pupils to deliver learning programmes.
2. To encourage pupils to interact with others and engage in activities led by the teacher.
3. To assist with the general pastoral care of the pupils, including helping pupils who are unwell distressed or unsettled.
4. To assist the pupils with personal needs as appropriate.

**Support for the teacher:**

5. To prepare and maintain basic classroom resources and equipment as directed by the class teacher and assist the pupils in their use.
6. To prepare the classroom as directed for lessons, ensuring that resources are available and cleared away at the end of the lesson as appropriate.
7. To provide regular feedback to teachers on pupils' achievement and progress.
8. To provide feedback on pupils in relation to progress and achievement under guidance of the teacher. This may include feedback on pupil progress in meeting Individual Education Plan targets.
9. To administer and mark routine tests under the guidance of the class teacher and in line with the school's marking policy.
10. To be aware of the planning of work and activities.
11. To provide general clerical support to the teacher, e.g. photocopying, laminating, filing, etc as required.

**Support to the school**

12. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection reporting all concerns to the appropriate named person.
13. To assist with the supervision of pupils out of lesson time but during the school day, within contracted hours as necessary for their safety.
14. To accompany teaching staff and pupils on visits, trips and out of school activities within contracted hours as required
15. To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
16. To attend relevant meetings and participate in training opportunities and professional development as required.
17. To attend relevant meetings and participate in relevant training and performance development as required
18. To adhere to school health and safety policy including risk assessment and safety systems
19. To adhere to school policy on equality and diversity

**Support for the curriculum**

20. To assist with the development of basic Literacy, Numeracy and ICT skills and to support their use in learning activities.

21. To undertake broadly similar

*Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified hence this is not an exhaustive list of duties. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this Job Description.*

# Person Specification

Qualifications	Essential	Desirable
Good numeracy and literacy skills	✓	
Experience of working with relevant age groups within a learning environment	✓	
Experience of general clerical/ administrative work	✓	
Experience in a relevant discipline	✓	
Knowledge, Skills and Abilities	Essential	Desirable
Ability to work well as part of a team.	✓	
An understanding of classroom roles and responsibilities.	✓	
Able to use basic ICT including computer, audio, video equipment and photocopier.	✓	
Good keyboard skills and knowledge of relevant ICT packages	✓	
Knowledge of relevant policies and codes of practice and awareness of relevant legislation.	✓	
Ability to relate well to children.	✓	
Ability to relate well to adults.	✓	
Ability to observe, monitor and provide constructive feedback on pupils progress.	✓	
Ability to provide necessary personal care to children.	✓	
Ability to successfully complete first aid training as required.	✓	
Ability and willingness to identify own training needs and participate in training.	✓	
To be responsible for promoting and safeguarding the welfare of children and young people within the school	✓	