

# JOB DESCRIPTION

## Learning Support Assistant



**Line Manager** Head of Learning Support

**Job Purpose** To offer support to pupils to enable learning to the best of their abilities and engagement with the extracurricular life of the School.

### Responsibilities

- Assist in the educational and social development of pupils under the direction and guidance of the Head of Learning Support and class teachers
- Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities
- Provide support for other pupils when opportunity arises or as directed
- Prepare materials and adapt lesson plans, as required
- Take initiative in responding to pupil real-time needs
- Take part in such activities, including swimming and outings, as may be required
- Helping named pupils during therapy sessions
- Provide support for individual pupils with complex special educational needs
- Helping children to understand instructions so they can participate in lessons and achieve to the best of their ability
- Assist in the development and implementation of individual educational programmes and individual behavioural programmes when required
- Attend team and staff meetings and home visits when required
- To follow all policies and procedures as outlined in the staff handbook.
- Carrying out other reasonable duties within the responsibilities of the post and capabilities and training as required and as asked by the line manager.

### Job Requirements

- DBS checked
- Health and safety awareness
- Proficient IT user (word-processing, spreadsheets, databases, internet use)
- Ability to liaise with and relate to a wide range of people, including school pupils, parents and staff
- Excellent spoken and written communication skills
- Organised and methodical approach to work
- Experience in working with pupils with different needs

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Learning Support Assistant



**Oswestry School**  
Founded 1407

<p>Signed .....</p> <p>Print name .....</p> <p>Dated .....</p> <p style="text-align: right;"><i>(Post holder)</i></p>	<p>Signed .....</p> <p>Print name .....</p> <p>Dated .....</p> <p style="text-align: right;"><i>(Line Manager)</i></p>
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