

### MINET JUNIOR SCHOOL

Avondale Drive, Hayes, Middlesex, UB3 3NR

Tel: 01895 462 362

Fax: 020 8573 6647

E-mail: [office@minetjunior.org.uk](mailto:office@minetjunior.org.uk)

Website: <https://www.minetjunior.org.uk>

**Learning Support Assistant – Job Description**

**Salary – Grade 3**

**Line Manager – Inclusion Manager**

**Purpose of the roll:**

To work under the direct instruction of teaching staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. To work to support groups of / individual pupils across the school as directed by the Inclusion Manager.

**Main duties and responsibilities:**

The normal duties of the post holder will usually include the following:

**Support for Pupils**

* Attend to the pupils’ personal needs and support the implementation of related personal programmes, including social, health, physical, hygiene
* Supervise and support pupils ensuring their safety and access to learning
* Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
* Promote the inclusion and acceptance of all pupils
* Encourage pupils to interact with others and engage in activities led by the teacher
* Encourage pupils to act independently as appropriate
* Lead small group and/ or 1:1 interventions

**Support for Teachers**

* Prepare the classroom as directed for lessons, clear afterwards and assist with the display of pupils work
* Be aware of pupil problems/progress/achievements and report to the teacher as agreed
* Undertake pupil record keeping as requested
* Support the teacher in managing pupils behaviour, reporting difficulties as appropriate
* Gather/report information from/to parents/carers as directed
* Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.

**Support for the Curriculum**

* Support pupils in respect of local and national learning strategies as directed by the teacher
* Support pupils to understand instructions
* Support pupils in using basic ICT as directed
* Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use
* To attend /contribute to IEP Review meetings three times a year. To update the IEPs regarding interventions as directed

**Support for the School**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Ensure that all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the work of other professionals
* Attend relevant meetings as required
* Participate in training and other learning activities and performance development as required
* Assist with the supervision of pupils out of lesson times as required
* Accompany teaching staff and pupils on visits, trips and out of school activities as required