



## Coloma Convent Girls' School

Upper Shirley Road, Croydon CR9 5AS | 0208 654 6228

office@coloma.croydon.sch.uk | [www.coloma.croydon.sch.uk](http://www.coloma.croydon.sch.uk)

Headteacher: Mrs D Bumford Sinclair

# LEARNING SUPPORT ASSISTANT

## ROLE PURPOSE AND JOB DESCRIPTION

To work under the instruction/guidance of teaching/SENCO staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

## KEY AREAS FOR DECISION MAKING

- © **Reporting to management, any health, safety and safeguarding issues.**

## KEY ELEMENTS

- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

### 1. Support for the Pupils

This will involve:

Core Duties

- Supervising and providing particular support for pupils, including those with curriculum requirements, ensuring their safety and access to learning activities.
- Setting challenging and demanding expectations and promote self-esteem and independence.
- Providing feedback to pupils in relation to progress and achievement under guidance of the teacher.

Additional Duties

- Assisting with the development and implementation of Individual Education/Behaviour Plans (Statements of Educational Needs) and Personal Care programmes.
- Establishing constructive relationships with pupils and interacting with them according to individual needs.
- Promoting the inclusion and acceptance of all pupils.
- Encouraging pupils to interact with others and engage in activities led by the teacher.

### 2. Support for Teachers

This will involve:

Core Duties

- Using strategies, in liaison with the teacher/SENCO, to support pupils to achieve learning goals.
- Assisting with the planning of learning activities.
- Monitoring pupils' responses to learning activities and accurately record achievement/progress as directed.
- Providing detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.

Additional Duties

- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assisting with the display of pupils' work.





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- Establishing constructive relationships with parents/carers.
- Administering routine tests, invigilating exams and undertaking routine marking of pupils' work.

### 3. Support for the Curriculum

This will involve:

#### Core Duties

- Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3-5, recording achievement and progress and feeding back to the teacher.
- Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use.

#### Additional Duties

- Preparing, maintaining and using equipment/resources required to meet the lesson plans/specialist equipment/relevant learning activity and assisting pupils in their use.
- Providing clerical/administration support e.g. photocopying, typing, filing, administer coursework etc.
- Liaising with external agencies.

### 4. Support for the School

This will involve:

#### Core Duties

- Participating in training and other learning activities and performance development as required.

#### Additional Duties

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the school.
- Appreciating and supporting the role of other professionals.
- Attending and participating in relevant meetings as required.
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher.