# LEARNING SUPPORT ASSISTANT (Lead): JOB DESCRIPTION

# Salary

[In accordance with the school’s support staff structure and/or any local agreement that are in place].

# Line of responsibility

The Lead Learning Support Assistant will be directly responsible to the Special Needs Coordinator.

# Job purpose

The Lead Learning Support Assistant is responsible for:

1. Complementing the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups, or on a short term basis for whole classes.
2. Monitoring students and assessing, recording and reporting on students’ achievement, progress and development.
3. Assisting in the induction, training and appraisal of teaching assistants.
4. Contributing to the overall ethos, work and aims of the school.

# Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the head teacher and line manager.

# Conditions of employment

* The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
* This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
* This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
* All members of staff are required to participate in the school’s appraisal scheme.

**S/he:**

* is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body.
* shall uphold the school’s policy in respect of child protection and safeguarding matters.
* shall be subject to all relevant statutory and institutional requirements.
* may be required to perform any other reasonable tasks after consultation.

# Job specification

## Operational

**S/he shall:**

1. establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
2. organise and monitor the workloads of teaching assistants including cover for absences and delegating tasks appropriately.
3. understand and implement the school’s behaviour policy and code of conduct including the issuing of rewards and sanctions within the school’s policies and procedures.
4. ensure that students are aware of the school’s behaviour policy and code of conduct, and support students to comply with them and to understand the consequences of their behaviour.
5. report any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff.
6. assess students’ needs and use detailed knowledge and specialist skills to support their learning.
7. be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
8. promote and encourage the acceptance and integration of all students within the classroom by using appropriate strategies and complying with school policies.
9. supervise and provide support to individuals, groups and classes of students including those with special educational needs (SEN) ensuring their safety and access to learning activities, and encouraging them to become independent learners within their own ability.
10. organise and manage a positive and appropriate learning environment and use of resources.
11. within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons / work plans as appropriate.
12. support students consistently whilst recognising and responding to their individual needs.
13. motivate and encourage students, and help them to develop their self-esteem.
14. encourage students to interact and work co-operatively with others.
15. implement pre-determined learning activities and teaching programmes for individuals and groups of students, including those linked to national and local learning strategies, adjusting activities according to student needs and responses.
16. make effective use of opportunities provided by learning activities to support the development of relevant skills.
17. assist where needed in developing and implementing individual education plans (IEPs), individual behaviour plans and personal care plans for students.
18. select, prepare and maintain general and specialist equipment and resources necessary to lead learning activities, taking account of students’ interests, language and cultural backgrounds.
19. use ICT effectively to support learning activities and to develop students’ competence and independence in its use.
20. advise on appropriate deployment and use of specialist equipment and resources, including ICT.
21. in discussion with the class teacher, produce differentiated/additional curriculum materials.
22. ensure students are able to use the equipment, other specific aids and materials.
23. assist students to access learning activities through specialist support.
24. work to establish a supportive relationship with parents/carers in order to facilitate strong and constructive links between home and school.
25. support the role of parents/carers in students’ learning, and contribute to and/or lead meetings to provide constructive feedback on students’ achievement, progress and development.
26. in liaison with the class teacher, establish and develop constructive relationships and communicate with other agencies and professionals to support progress and achievement of students.
27. monitor and evaluate students’ progress and responses in respect to all learning activities through a range of assessment and monitoring strategies, against pre-determined learning objectives.
28. provide students with feedback on their progress, development and achievements.
29. provide objective and accurate verbal and written feedback to the teacher and other professionals on student achievement, progress and other matters ensuring availability of appropriate evidence.
30. in accordance to school guidelines, contribute to the identification and implementation of out-of-school learning activities to consolidate and extend learning carried out in the classroom.
31. implement and undertake the supervision of students during break times and lunchtimes as required.
32. co-ordinate and assist in putting up and maintaining appropriate displays within the classroom and the school.

## Personnel

**S/he shall:**

1. identify training needs of teaching assistants, and organise appropriate development opportunities in discussion with her/his line manager.
2. maintain attendance and training records for teaching assistants and any other staff falling under her/his remit.
3. be involved in the recruitment of teaching assistants and any other staff falling under her/his remit when required.
4. regularly meet with and represent teaching assistants at meetings as required.

## Administrative

**S/he shall:**

1. undertake all necessary clerical and administrative tasks as required.
2. ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
3. collate information, statistics and prepare reports as required by her/his line manager, the head teacher and the governing body.
4. undertake responsibility for administration relating to all areas within her/his remit.
5. input and extract information from the school’s database system/s.
6. maintain both manual and computerised records and filing systems relating to all areas within her/his remit as required.
7. take minutes/notes in meetings as required and circulate associated information.
8. deal with correspondence promptly and as required.
9. administer and assess routine tests and undertake the marking of students’ work.

## General

**S/he shall:**

1. attend parents’ evenings, open days, school events and meetings with parents/ carers and other professionals as required.
2. supervise students on educational visits and participate in extra-curricular activities as required.
3. invigilate school and public examinations and tests as required.
4. attend relevant meetings and training sessions.
5. undertake first aid training and responsibilities as required.
6. assist in the training of staff to ensure that they are aware of associated procedures and regulations.
7. recognise own strengths and areas of specialist expertise, and use these to lead, advise and support others.
8. implement, in conjunction with other staff and members of the SLT, all health and safety procedures and requirements.
9. keep up to date with developments and changes in requirements and regulations, and communicate appropriate information to colleagues.
10. comply with and assist in the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.