

Stepney All Saints School

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Headteacher: Mr P Woods

Learning Support Assistant Job Description

Role title	Learning Support Assistant
Purpose of role	To work with teachers to support teaching and learning, providing general and specific assistance to students and staff under the direction, guidance and direct supervision of the SENDCo, Deputy SENDCos and subject teachers
Working hours	35 hours per week for 39 weeks per year (term-time only position)
Line Manager	SENDCO and Deputy SENDCos
Grade of Post	Scale 2 (point 3-4)

Key Duties:

1. Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff
2. Work with students away from the mainstream classroom at certain times
3. Contribute to planning for individuals and groups
4. Monitor work, feedback to the teacher and contribute to record-keeping
5. Support students to understand instructions and support independent learning and inclusion
6. Support the teacher in behaviour management and keeping students on task
7. Support students' social and emotional development
8. Support the organisation of the learning environment including producing, maintaining and storing resources and contribute to maintaining a safe environment
9. To be able to scribe in exams and be fluent in literacy
10. Contribute to annual review feedback and update LSPs
11. Have experience in dealing with medical needs and Undergo First Aid Training

All support staff are expected to:

- Support the school values and ethos
- Follow school policies, practices and procedures
- Participate in the annual appraisal system
- Support equal opportunities measures and promote anti-discriminatory practice
- Support safeguarding and child protection measures and promote the welfare of students
- Undertake any other reasonable duties commensurate with the role and grade as determined by the headteacher or line manager

Sometimes support staff may be required to work beyond the usual hours e.g. to support parents evenings or other school events and school trips. Time Off In Lieu is available in such circumstances.

This job description is not prescriptive. If the needs of the school change, the job description may be revised or amended at any time following appropriate consultation with the post holder.

Name of employee:	Signature:	Date:
Name of line-manager:	Signature:	Date:

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