

Key Result Area Job Description

Job Title: Learning Support Assistant

Department: Excel

Reports To: Manager of SEND Operation

Location: Whole school

Overall Purpose: To assist teachers in the delivery of the agreed education plan, focusing on students on the Autism Spectrum both in mainstream classes and in the Enhanced Resource Base.

Key Result Areas

KRA 1: The classroom

- To assist in the delivery of appropriate activities to meet the learning objectives for individuals and groups of children.
- To support learning activities, especially literacy and numeracy.
- To assist with learning activities which facilitate student's physical, emotional and educational development.
- To deliver some elements of the school curriculum under the supervision of the teacher.
- To help prepare, monitor and maintain a safe and secure learning environment.
- To prepare learning materials.
- To monitor the condition of learning resources to ensure adequate stocks are in good condition.
- To develop inclusion by facilitating participation and learning, helping to build self-confidence, self-esteem, a sense of independence, an understanding of diversity, and access to the curriculum so that students are enabled to reach their full potential.
- To ensure equal access to learning and development opportunities, and carry out pre-determined educational activities and work programmes whilst promoting independent learning.
- To encourage a high standard of behaviour, the development of relationship with others, and recognise, and deal appropriately with, emotions.

KRA 2: Excel

- To assist with the monitoring of individual students, and provide feedback on their engagement with activities, and their achievement of the desired learning objectives.
- To assist in the smooth transition between educational phases.
- To observe and report on student performance, contributing to maintaining student records, and keeping such records as required by the school.
- To identify and address signs of conflict, and notify others so that a resolution can be accomplished.
- To organise individual lessons and activities by setting out learning materials and resources in line with lesson plans.
- To assist with outdoor activities and visits
- To provide comfort and immediate care in case of minor accidents and upsets in accordance with the school's Safeguarding policy, and reporting serious issues to the appropriate person in a timely manner.

KRA 3: Whole school

- To be a fully integrated member of the school's staff, and as such, have responsibility for working to agreed school policies and procedures.
- To have awareness of school and statutory frameworks that directly impact on their role, and relationship with staff and students.
- To develop and maintain appropriate relationships with students in the capacity of the role
- To develop positive relationships with colleagues by working effectively as a member of the school team.
- To develop and maintain relationships with relevant parents in the capacity of the role
- To develop and maintain relationships with other professionals
- To undertake ad hoc tasks as requested by members of the SLT and direct line manager.