

Job title: Learning Support Assistant

Grade: Scale 5

Supervisory responsibility: None, apart from assisting in work familiarisation of new members of staff.

Main purposes of the job

- To work under the specific supervision, instruction and guidance of the class teacher to support the teaching and learning activities in the classroom.
 - To provide general support to the class teacher in the organisation and management of pupils and the classroom.
 - To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
 - To promote the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop.
 - To be responsible for promoting and safeguarding the welfare of children and young people within the school.
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Main responsibilities and tasks

Support for pupils:

1. Under the specific supervision of the class teacher, to work with individuals and groups of pupils to deliver learning programmes.
2. To encourage pupils to interact with others and engage in activities led by the teacher.
3. To assist with the general pastoral care of the pupils, including helping pupils who are unwell distressed or unsettled.
4. To assist the pupils with personal needs as appropriate.

Support for the teacher:

5. To prepare and maintain basic classroom resources and equipment as directed by the class teacher and assist the pupils in their use.
6. To prepare the classroom as directed for lessons, ensuring that resources are available and cleared away at the end of the lesson as appropriate.
7. To provide regular feedback to teachers on pupils' achievement and progress.
8. To provide feedback on pupils in relation to progress and achievement under guidance of the teacher. This may include feedback on pupil progress in meeting Individual Education Plan targets.
9. To administer and mark routine tests under the guidance of the class teacher and in line with the school's marking policy.

Learning Support Assistant

10. To be aware of the planning of work and activities.
11. To provide general clerical support to the teacher, e.g. photocopying, laminating, filing, etc as required.

Support to the school

12. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection reporting all concerns to the appropriate named person.
13. To assist with the supervision of pupils out of lesson time but during the school day, within contracted hours as necessary for their safety.
14. To accompany teaching staff and pupils on visits, trips and out of school activities within contracted hours as required
15. To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
16. To attend relevant meetings and participate in training opportunities and professional development as required.
17. To attend relevant meetings and participate in relevant training and performance development as required
18. To adhere to school health and safety policy including risk assessment and safety systems
19. To adhere to school policy on equality and diversity

Support for the curriculum

20. To assist with the development of basic Literacy, Numeracy and ICT skills and to support their use in learning activities.
21. To undertake broadly similar duties commensurate with the level of the post as required by the head teacher

Signatures – line manager and job holder

Signature of Manager: _____ **Date:** / /
Signature of post holder: _____ **Date:** / /
