



## JOB DESCRIPTION

**JOB TITLE:** Learning Support Assistant (Scale 4)

**HOURS:** 32.5 hours per week. Term time only

**RESPONSIBILITY:** To the Assistant Head Teacher for Inclusion

### MAIN PURPOSE OF THE JOB

- Work under the instruction/guidance of teaching/senior staff to undertake work and support to enable access to learning for all pupils, including those who have Special Educational Needs (SEND)
- Support pupils, including SEND pupils, in the classroom and provide targeted support outside of the classroom
- Work on differentiated activities with groups of students
- Liaise with the SENCO/Inclusion team to deliver SEN provision
- Work with teachers to monitor progress of pupils

### SUPPORT FOR PUPILS

- Supervise and provide particular support for all pupils, including those with Special Educational Needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Pastoral Support Plans
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

### SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Assist with the development and maintenance of education and pastoral support plans
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Provide admin support e.g. photocopying when required

## **SUPPORT FOR THE CURRICULUM**

- Undertake structured and agreed learning activities, adjusting activities according to pupil responses and abilities
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment and resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

## **SUPPORT FOR THE SCHOOL**

- To provide high quality and flexible support in school, during educational visits and during off site learning
- Be aware of and comply with policies and procedures relating to safeguarding and child protection, health & safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

## **ARRANGEMENTS FOR APPRAISAL OF PERFORMANCE**

There is an annual appraisal cycle carried out by line managers which seeks to acknowledge success, resolve problems and identify training/development needs.

# Person Specification

## LEARNING SUPPORT ASSISTANT

		Essential	Desirable
<b>Experience</b>	Working with or caring for children of relevant age and some understanding of child development	*	
	Ability to relate well to, and communicate with, children and adults	*	
<b>Qualifications</b>	Degree or relevant NVQ qualifications		*
	First Aid training		*
<b>Skills and Personal Qualities</b>	Excellent communication skills	*	
	Good numeracy and literacy skills	*	
	Good computer skills and effective use of ICT to support learning	*	
	Ability to work with young people with a wide range of support needs	*	
	Ability to work well with others, flexibly and reliably	*	
	A commitment to putting the needs of students first	*	
	Understanding of relevant policies/codes of practice and awareness of relevant legislation	*	
	Ability to communicate and feedback in a professional manner to staff, parents, carers and professionals	*	
	Ability to remain calm, problem solve and work collaboratively in demanding situations	*	
	Ability to take responsibility for tasks without direct supervision	*	
<b>Continuous Professional Development</b>	Ability to reflect on your own professional practice and actively develop as a professional	*	
	Willingness to undertake further training as appropriate to meet the needs of the students	*	
<b>Equal Opportunities</b>	Commitment to treating people equally and with a respect for diversity	*	