

## Job Description - Learning Support Assistant

**POST TITLE :** Learning Support Assistant

**GRADE :** Scale 3, 34 hours per week, permanent , term time only

**POST REPORTS TO :** SENCO

**POST RESPONSIBLE FOR:** The post has no responsibility for staff

### MAIN PURPOSE OF THE JOB

To support teaching and learning activities across the school

### Summary of Responsibilities and Personal Duties

- To work under the guidance of teaching/senior staff to implement agreed work programmes
- To assist the teacher in the planning cycle and the management and preparation of resources
- To provide support for teaching staff across the school in an appropriate learning environment
- To assist with the integration of pupils with special educational needs and/or supporting a small group or on an individual basis within the classroom or on a withdrawal basis
- To be an integral part of the school, working in close partnership with all staff

### Planning

- To assist with the development and implementation of Access Plans
- To work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate

### Monitoring and Assessment

- To provide feedback to pupils in relation to progress and achievement
- To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- To accurately record achievement/progress
- To liaise sensitively and effectively with parents or carers as agreed with the teacher within your responsibility and participate in feedback sessions or meetings with parents with, or as directed

### Teaching and Learning

- To implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- To implement local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills

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- To support the use of ICT in learning activities and develop pupils' competence and independence in its use
- To help pupils to access learning activities through specialist support
- To administer and assess routine tests and invigilate exams/tests

### **General**

- To encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- To provide general clerical/administrative support, e.g. administer course work, produce worksheets for agreed activities, etc.
- To take part in the annual professional development review for support staff being aware that job descriptions are subject to regular review
- To undertake training as and when appropriate
- To undertake any other duties which may be assigned to the post from time to time as directed by the Head

### **Contacts**

Regular: Students, teachers, parents/carers, visitors, administrative staff

Occasional: Outside Agencies

### **Supervision**

The post holder should be capable of planning and prioritising their own workload, referring queries as necessary to the Senior Pastoral Secretary or the Business Manager.

### **Health and Safety**

The person appointed must at all times work within the requirements of the Health and Safety at Work Act 1974, current Health and Safety legislation and the school's and the LEA's policies and procedures.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

