



JOB DESCRIPTION

- Job Title:** Learning Support Assistant
- Reporting to:** Head of Learning Support
- Salary Scale:** Alton School Salary Scale
- Job Summary:** To support a senior pupil in school during term time

The successful applicant will carry out the responsibilities of a level 2 teaching assistant as they apply to the specified pupil. If the pupil is absent they will work as a general level 2 teaching assistant.

LEVEL 2 working under guidance deliver learning

Contribute to the management of pupil behaviour

- Employ strategies for behaviour management and report any problems to the teacher
- Provide level of attention appropriate to pupil's needs, modifying approach to ensure that desired outcomes are achieved
- Establish and maintain relationships with individuals and groups
- Establish relationships with individuals
- Establish relationships with groups

Support pupil during learning activities

- Provide support for learning activities
- Obtaining equipment
- Providing help with learning tasks

- Feeding back to the teacher on progress made
- Promote independent learning
- Encouraging pupil to take responsibility for their own learning and promoting development of self-esteem
- Review and develop own professional practice
- Take part in regular review of practice and take advantage of development opportunities
- Setting personal targets and attending relevant courses/in-service training

Assist in preparing learning environment

- Prepare resources and materials
- Assist in setting out learning materials and set out materials for use appropriate to the planned activities
- Confirm type and quantity of materials with teacher

Contribute to maintaining pupil records

- Confirm role and responsibility for helping to maintain records with teacher
- Confirm understanding of purpose and nature of relevant pupil records with teacher
- Update relevant records at agreed time intervals
- Ensure that contributions are accurate, complete and up to date

Observe and report on pupil performance

- Knowledge of observation techniques and understanding types of reporting, including verbal and written
- Carrying out observations after consultation with the teacher about purpose
- Record findings in agreed format

Contribute to planning of learning activities

- Understand the most effective way in which to support learning for a given task
- Understand the needs of pupil/s with whom working
- Discuss expected learning outcomes with teacher and agree upon success criteria
- Provide feedback for teacher on outcomes of learning activity

Promote social and emotional development of pupils

- Support pupil in developing appropriate relationships
- Help to develop self-esteem of pupil
- Along with other members of the team, help to resolve difficulties between pupils amicably and with regard to school policies
- Employ strategies agreed by school via policies to raise self-esteem, such as rewards system and praise

Support maintenance of pupil safety

- Demonstrate awareness of symptoms associated with minor health problems
- Have full knowledge of Health and Safety policy
- Respond to minor health problems, for example with regard to asthma, allergies etc.
- Report any illness to teacher or other member of staff responsible for dealing with pupil health

Contribute to health and wellbeing of pupils

- Awareness of strategies for assisting pupil to settle into new settings
- Help pupil to adjust into new settings
- Recognise signs of distress and offer reassurance
- Assist with pupil's personal care as required

Support use of ICT in the classroom

- Knowledge of the sorts of equipment available in school and where to find them
- Procedure for reporting technical faults
- Procedure for allocating ICT equipment for classroom use
- Prepare equipment for use
- Support classroom use of equipment

Help pupil to develop literacy and numeracy skills

- Knowledge of school's policies for literacy and Numeracy
- Working with individual and groups on number or literacy tasks

Provide literacy/numeracy support to allow access to curriculum

- Knowledge of intervention strategies to support pupil with literacy and numeracy difficulties
- Supporting access to the curriculum through provision of support for literacy/numeracy difficulties

Liaison with other team members and parents in a professional manner

- Awareness of school policies for communicating with parents and carers; policies for care and wellbeing of pupils; school's policy for confidentiality; policy and procedure for parents' access to teaching staff and the Head of the Prep School
- Attend INSET training and staff meetings as required
- Interacting appropriately and professionally with teachers and other colleagues and parents/carers
- Contributing effectively to planning of joint actions within the team
- Refer matters beyond competence and role to other professionals in school
- Care for children in ways that have regard for their home values and practices, complying with parents' wishes
- Reassure parents
- Ensure that parent's concerns are dealt with promptly
- Pass on concerns about pupil to relevant people in the school