

**Ravenscourt Park Preparatory School**

**Learning Support Assistant Job Description**

**Responsible to:** Head of Learning Support, Senior Leadership Team and Head

**The Responsibilities of the Learning Support Assistant are to assist the pupil(s) that you will be working with so that they are able to access all areas of the curriculum to the best of their ability by:**

* Appropriately differentiating the curriculum to meet the needs of the pupil, in close liaison with the class teacher, teaching assistants, therapists and specialists.
* Targeting work to develop their development as laid out in therapy programmes.
* Working with the pupil to implement therapeutic strategies into everyday school life (as suggested by external therapists such as OT and SALT)
* Whenever possible creating a low distraction environment for the pupil to facilitate effective learning.
* Supporting the pupil to stay on task, and concentrate, with verbal, visual, gestural and physical prompts (if necessary).
* Providing support in the classroom as well as additional support sessions centred around pre-learning and revisiting topics covered in lessons
* Provide assistance to use equipment appropriately.
* Ensuring the pupil’s energy and attention levels are optimised through strategies such as physical activity/vestibular input, managing appropriate duration of task periods and frequency of breaks.
* Supporting the pupil to help them play/interact in a productive and socially appropriate manner with other children. This should include facilitation of small group activities e.g. to develop social interaction skills like co-operative play/conversation.
* Being fully involved in creating the pupil’s short and long-term targets and ensuring that they are worked towards on a daily basis and reviewed half termly or as required by employer/therapists/parents.
* Creating a happy, exciting school experience for them, and offer plenty of praise and encouragement, in addition to clear expectations and boundaries.
* Engaging in regular liaison with parents and other staff working with the pupil, regarding any issues to do with their well-being, behaviour and learning through a variety of methods including verbal, email, phone calls.
* Complete essential staff training annually, including safeguarding training.

The duties outlined in this job description are in addition to those covered by the latest ‘Contract of Employment (Teachers)’ under ‘Duties and Hours of Work’ and ‘Appendix – General Professional Duties’. It may be modified by the Head, with your agreement, to reflect or anticipate changes in the job

**Hours of work and remuneration**

This position is for 20 hours per week, over 34 weeks per year (term time only). The hourly rate is £14.58. The hours of work are from 09:00 to 13:00 each day.

This role is offered on a fixed-term contract in the first instance, until the end of the academic year. This will be reviewed annually, depending on the needs of the pupil concerned.

Date: July 2024