



## Learning Support Assistants

**RESPONSIBLE TO:** Year Group Lead and SENCO

**Remit:** To support the work of the Class Teacher by proactively seeking to meet needs as they arise throughout the day in the classroom and outdoor environment. To provide support that enables the Class Teacher to focus on teaching and learning and enhance the educational experience for every child

### Role & Responsibilities

- Assist in the educational and social development of pupils under the direction and guidance of the Head Teacher, SENCO, Year Group Lead and Class Teachers.
- To ensure the safety of all children, young people and vulnerable adults within the School. To complete the annual Safeguarding training and understand and comply with all Safeguarding policies and practices.
- Assist in the implementation of personal targets for pupils and help monitor their progress.
- Provide support for individual or groups of pupils inside and outside the classroom to enable them to fully participate in activities.
- Work with other professionals, such as speech therapists and occupational therapists, as necessary.
- Assist Class Teachers with maintaining pupil records.
- Support pupils with emotional or behavioural problems and help develop their social skills.
- Prepare and present displays of pupils' work.
- Support Class Teachers in photocopying and other tasks in order to support teaching and learning.
- Support the aims and ethos of the School as set out in the staff Laser Toolkit System.
- Set a good example in terms of dress, punctuality and attendance.
- Attend relevant team and staff twilight meetings.
- Be proactive in matters relating to Health & Safety.
- Under the direction of the Class Teacher, to provide activities for groups of pupils within the School ensuring that resources are suitably gathered, the activity is adequately explained and feedback is recorded and given to the Class Teacher at the end of a session. Clearing away after the activity may also be required.
- To assist with playtime duties.
- To access the School Intranet on a daily basis, keeping up to date with policy and procedure changes and reading School news.
- Any other duties as directed by the Head of School or Year Group Lead.



# Langley Hall Primary Academy

Ad Vitam Paramus

## Senior Learning Support Assistant - Additional Responsibilities

- To have class cover responsibilities for a specified number of classes or lessons as agreed with the Executive Head.
- To attend a weekly staff meeting.
- To plan and prepare for the lessons assigned to them sharing the plans and evaluations with their mentor (line manager).
- To contribute to reports on pupils for the subjects they teach.

## Person Specification

- Good basic education to GCSE in English and Mathematics
- A relevant qualification in Childcare and/or Education
- Reading, writing and numeracy skills.
- Good communication skills.
- The ability to build good relationships with children and adults.
- Excellent organisational skills.
- A love of working with children and the ability to manage groups of pupils and deal with challenging behaviour.
- Flexibility and creativity.
- Knowledge and understanding of child development and the ways in which children learn