# LEARNING SUPPORT ASSISTANT: JOB DESCRIPTION

Reviewed: March 2015

# Salary

[In accordance with the school’s support staff structure and/or any local agreement that are in place].

# Line of responsibility

The learning support assistant will be directly responsible to the lead learning support assistant.

# Job purpose

The learning support assistant is responsible for:

1. Supporting access to learning for students under the direct supervision of the class teacher in order to maximise achievement.
2. Providing general support in classroom management, including students’ learning
3. Providing general care and welfare to students.

# HR-Line Management of:

* None

# Financial- Account Holder of: N/A

* None

# Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the head teacher and line manager.

# Conditions of employment

* The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
* This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
* This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
* All members of staff are required to participate in the school’s appraisal scheme.

**S/he:**

* is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body.
* shall uphold the school’s policy in respect of child protection and safeguarding matters.
* shall be subject to all relevant statutory and institutional requirements.
* may be required to perform any other reasonable tasks after consultation.

# Job specification

## Operational

**S/he shall**

1. establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
2. understand and implement the school’s behaviour policy and code of conduct including the issuing of rewards and sanctions within the school’s policies and procedures.
3. ensure that students are aware of the school’s behaviour policy and code of conduct, and support students to comply with them and to understand the consequences of their behaviour.
4. report as required any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff.
5. contribute to the learning, personal, physical and social needs of students, while encouraging independence.
6. be aware of and respond appropriately to individual student’s needs.
7. supervise and provide support to students ensuring their safety and access to learning activities.
8. liaise with her/his line manager, appropriate teaching staff and other professionals in making support effective and efficient.
9. assist with fostering strong links between home and school.
10. support teaching staff in respect of planning, preparation, assessment and administration.
11. assist with the preparation of teaching materials, and help to put out and tidy away materials and equipment required in lessons.
12. assist students to learn as effectively and independently as possible, both in group situations and on their own, such as clarifying and explaining instructions, hearing students read.
13. ensure students are able to use the equipment and materials, assisting where students are uncertain, such as with meanings of words, spelling, presentation.
14. use ICT effectively to support learning activities.
15. supervise and assist students to concentrate on and finish the work set.
16. motivate and encourage students, and help them to develop their self-esteem and interaction with others.
17. maintain records of student progress, achievement and problems, and provide verbal and written feedback as required.
18. provide assistance in the supervision of students during break times and lunchtimes as required.
19. put up and maintain appropriate displays within the classroom and school as required.

## Administrative

**S/he shall:**

1. undertake a range of clerical and administrative tasks as required, e.g. photocopying, word-processing, filing and faxing.
2. ensure that all administrative duties, checks and documentation are completed to the required level of accuracy and within deadlines, including returns and reports.
3. input and extract information from school’s database system/s as required.
4. collate information, statistics and prepare reports as required by her/his line manager, the head teacher and the governing body.
5. maintain both manual and computerised record and filing systems in line with requirements.

## General

S/he shall:

1. attend parents’ evenings, open days and meetings with parents/carers and other professionals as required.
2. assist in escorting students on educational visits and participate in extra-curricular activities as required.
3. invigilate school and public examinations and tests as required.
4. attend relevant meetings and training sessions.
5. undertake first aid training and responsibilities as required.
6. keep abreast of developments and changes in her/his field and communicate to colleagues as appropriate.
7. comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.