

## **BROAD HORIZONS EDUCATION TRUST**

### **ST CLEMENTS HILL PRIMARY ACADEMY**

#### **JOB DESCRIPTION**

POST TITLE:	Learning Support Assistant
RESPONSIBLE TO:	SENDCo but on a day to day basis working under the direction of a class teacher.
GRADE:	C4
POSTHOLDER:	TBC

#### **GENERAL RESPONSIBILITIES:**

1. The overall function of a Learning Support Assistant, in liaison with the SENDCo and class teachers is to support pupils directly or indirectly by undertaking individual or group work support.
2. To have knowledge of and attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupil's special needs and, wherever possible, making these part of the learning experience.
3. To perform any administration of tests, monitoring progress and achievement as directed by the class teachers or SENDCo.
4. To maintain clear, effective and impartial communication with staff, parents or specialists as directed by class teacher or SENDCo.
5. To monitor objectively the quality of relationships between pupils, between staff and pupils and between staff.
6. To be conversant with and work towards, fulfilling the school's aims and objectives as laid out in that policy document.
7. The responsibilities are such that the postholder would normally be expected to have completed the equivalent qualification to an NVQ Level 2.
8. As directed by Headteacher/SENDCo to promote learning through preparation of specific activities and to check on children's progress with these activities.

#### **MAIN RESPONSIBILITIES:**

1. To provide assistance to class teachers in the classroom by:
  - working with pupils on an individual or group basis.
  - supporting pupils' needs whether physical, emotional or academic to ensure they can access their learning.

- assisting in the preparation of areas of the curriculum particularly with regards to specific pupils.
  - assisting in the efficient preparation of classroom materials, resources and equipment for pupils being supported
  - devising activities within the framework of the overall planning set by the teacher for pupils being supported.
2. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
  3. To establish with the staff team appropriately high levels of expectation by setting down clear guidance for pupils for establishing good standards of behaviour and achievement within class and the academy.
  4. Attending meetings as required to discuss children on an individual basis and contribute towards establishing a unified and consistent approach throughout the school. This may include attending staff meetings on occasions and may also include contributing to a pupil's Annual Review in either written or verbal form.
  5. Participate fully in the daily observation and recording of pupils' behaviour and progress in the appropriate manner and to give feedback to teachers and other staff teams where appropriate.
  6. To assist in the professional development of colleagues and self by involvement in relevant aspects of the school's Staff Support and Development Programme to support the needs of the academy.
  7. Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs, promote the inclusion and acceptance of all pupils and encourage pupils to interact with others and engage in activities.
  8. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
  9. Ensure that class teachers and the SENDCo are fully apprised of any behaviour issues which arise.
  10. Where directed to ensure that pupils' access to learning outside of the classroom is supported. This includes working with pupils excluded from lessons on work as directed by a teacher, investigating incidents with pupils and reporting these to appropriate staff.
  11. Perform any other tasks that the SENDCo or class teacher may reasonably request.
  12. To work with specific pupils to understand instructions and in undertaking literacy and numeracy tasks identified by the SENDCo or class teacher.
  13. To work alongside teachers and to have a good knowledge of the curriculum and how this will support pupils. To attend all relevant training.
  14. To support pupils when attending lessons or groups.

WORKING TIME:

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be construed. The working week of 32.5 hours is configured in agreement with the Headteacher.

REVIEW:

The job description will be reviewed at least once per year 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.