**JOB DESCRIPTION**

**Learning Support Assistant**

Responsible to the Principal and Governing Body at Goldington Academy.

Day-to-day point of contact will be with the Special Educational Needs Co-ordinator (SENDCo) and/or SENDCo Assistants.

**Main Aim of Post (Learning Support Assistant)**

The post of Learning Support Assistant is to provide academic and emotional support, and to assist with inclusion and integration of pupils with special educational needs and disabilities (SEND). A Learning Support Assistant will also support pupils who are underachieving in other pupil groups (e.g. Pupil Premium, pupils with English as an Additional Language (EAL); underachieving boys, etc.) to enable them to maximise their potential within the academic and extra-curricular opportunities available at GA.

**A Safeguarding**

To ensure that safeguarding of all students and staff are in line with the academy’s policies.

**B Supporting the Pupil**

1. Ensure positive relationship with pupils based on warmth and respect.

2. Develop an understanding of the specific needs of the pupil concerned.

3. Familiarise yourself with and ensure consistent use of Provision Map and Class Charts.

4. Follow the strategies set in Pupil Passport and/or Learning plan when supporting a pupil.

5. Contribute to reviews of the pupil’s progress.

6. Promote and encourage effective learning at an individual and group level. This may involve:

* keeping pupils engaged in learning
* clarifying and explaining instructions
* ensuring the pupil is able to use equipment and relevant material appropriately
* motivating and encouraging the pupil as required
* promoting positive classroom behaviour
* encouraging independence and active learning approaches to task
* carrying out one to one or group interventions as instructed by SENDCo
* having high expectations for our pupils regardless of their needs or stage of

learning

* developing methods of promoting/reinforcing pupils’ self-esteem
* encouraging an inclusive and integrated approach to pupils with special educational needs
* being a key worker for identified students with SEN/from other pupil groups

**C Supporting the Teacher**

1. Meet with relevant teaching staff on a regular basis to discuss pupils’ progress and next stages of learning.

2. Provide regular feedback about pupils to teachers and the SENDCo.

3. Work collaboratively with individual teachers and SEND support team to ensure positive outcomes for our pupils.

4. Maintain detailed records of work covered during each session with individual pupils.

5. Participate in the evaluation of the support programme.

**D Supporting the School**

1. Be committed to safeguarding and the welfare of our pupils.

2. Treat colleagues, pupils, parents and members of our school community fairly, consistently and with respect and consideration.

3. Attend relevant in-service training.

4. Be committed to continuing professional development.

5. Develop relationships to foster links between home and school.

6. Liaise, advise and consult with other members of the SEND and Pastoral team supporting the pupils.

7. Involvement in the planning and delivering of interventions.

8. Have a working knowledge of school procedures and policies.

9. Contribute to the development of the school with particular reference to special educational needs policy and practice.

10. Maintain the ethos, values and expectations of the academy.

11. Other tasks/responsibilities as directed by the SENDCo.

**E Administrative Duties**

1. Contribute to the production of appropriate resources for children with special needs.

2. Various administrative/display duties as directed by the SENDCo.

**F Other duties**

1. Any other tasks as directed by Principal of the school