

Gilbert Inglefield Academy

TITLE: Learning Support Assistant

WORK PLACE: Gilbert Inglefield Academy

RESPONSIBLE TO: Classroom teacher/ SENCo

JOB PURPOSE:

Under the direction of teaching staff/managers, to assist with the care of individual or groups of pupils, to support their learning and development and ensure their safety.

MAIN RESPONSIBILITIES:

Support for Pupils

1. To attend to the educational and social needs of pupils and any other requirements depending on the pupil's special needs and, wherever possible, make these part of the learning experience.
2. To promote and support the inclusion of all pupils in the learning activities in which they are involved.
3. Whilst there may be a specific requirement to support a named pupil or pupils with an Education, Health and Care Plan, support to other pupils' may also be required, at the direction of the Headteacher.
4. To assist with preparation for school visits and the supervision of pupils on such visits, as directed by the teacher.

Support for Teachers

1. To assist teachers with educational activities in the classroom to support pupils' learning and development.
2. To work with individuals and groups to support expectations of acceptable personal and social behaviour and on basic tasks help to make these part of the learning experience
3. To assist with record-keeping on pupils as required, including information on pupil progress.

Support for the school

1. To work effectively with colleagues as part of a team; at all times working within the school's policies and procedures.
2. To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Headteacher/Manager.
3. To attend staff meetings as required, participate in performance management arrangements and undertake training and development activities.
4. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
5. To undertake tasks of a similar nature and level, as directed by the Headteacher/Manager.