**JOB DESCRIPTION**

**Role:** **Learning Support Assistant/Breakfast Club**

**To assist in promoting the learning and personal development of all pupils, including, but not exclusively, those with special educational needs.**

Specific Duties and Responsibilities

1. **Supporting the Pupil:**

* To develop the pupil/s knowledge and understanding of a range of learning support needs relevant to the school.
* To develop an understanding of the specific needs of pupils to be supported.
* To aid the pupil/s to learn as effectively as possible both in group situations and individually, inside and outside of the classroom.
* For example:
  + Clarifying and explaining instructions;
  + Ensuring the pupil is able to use necessary equipment;
  + Motivating and encouraging the pupil/s;
  + Assisting in areas of specific weakness, such as speech and language or writing tasks;
  + Helping pupil/s to concentrate on and finish work set;
  + Attending to pupils’ personal and health needs;
  + Developing appropriate resources to support the pupil/s;
  + Assisting in the management of pupils’ social interactions and behaviour
* To establish a supportive relationship with the pupil/s concerned
* To establish acceptance and inclusion of the pupil/s in the classroom
* To manage pupil/s as advised by the SENCo and class teacher
* To use methods of promoting / reinforcing the pupils’ self esteem
* To ensure the safety of the pupil/s while in your care
* To carry out any specific duties as outlined in the pupil/s Individual Educational Plan [IEP]

1. **Supporting the SENCo and Class Teacher**

* To assist the SENCo to develop a suitable programme of support and then carry out the programme, within the classroom or in a withdrawal situation
* To maintain the SEN team’s system of recording and monitoring of pupils’ progress
* To provide feedback about pupils’ difficulties and/ or progress to the SENCo and Class teacher
* To write reports about the pupil/s’ progress as requested by the SENCo
* To participate in the evaluation of the support programme, with the SENCo and class teacher
* To help adapt/ find differentiated materials to enable pupil/s to access the class curriculum
* To report any problems about arrangements or any incidents to the SENCo, or if unavailable, to the class teacher.

1. **Supporting the Academy**

* Where appropriate, to foster links between home and school/ academy
* To liaise, advise and consult with other members of the SEN team
* To contribute to Annual Review meetings, as appropriate
* To participate in relevant professional development
* To be aware of / follow school policies and procedures
* To maintain confidentiality about home- school / pupil- teacher/school work matters
* To complete any other task as directed by the head teacher.