



*Children and adults are at the heart of our school;  
our school is at the heart of our community.*

**JOB TITLE:** Learning Support Assistant

**RESPONSIBLE TO:** Head Teacher, Inclusion Lead and Class Teacher

**MAIN PURPOSE:** Under the instruction and guidance of teaching staff to undertake educational activities which support pupil learning and assist with the teaching. Working with individuals, groups of pupils within and across classes; and leading whole classes on occasion\*. Attend to the educational, personal and social needs of pupils in order to support their learning and development and to ensure their safety.

**MAIN ACTIVITIES:**

- Under the guidance of the class teacher, to use a range of supporting techniques to present learning experiences and curriculum content in a clear and stimulating manner in order to maintain pupils' interest and motivation and to help pupils to learn effectively through guiding, advising and feedback. This will include the effective use of ICT to support pupils' learning.
- To promote and support the inclusion of all pupils in the learning activities in which they are involved.
- To assist with the pastoral care of pupils, attending to their personal and social needs as necessary and building and maintaining successful relationships with them.
- To assist with preparation for school visits and the supervision of pupils on such visits, in liaison with the Educational Visits Co-Ordinator/ Class Teacher.
- To supervise the children during the lunch break/playtimes either inside or outside of the school building.
- Assist with programmes of special care such as physiotherapy, speech therapy under the direction of the appropriate specialist.
- Under agreed school procedures to administer first aid where necessary.

**Support for Teacher/School:**

Under the guidance of the class teacher, to deliver learning activities to individuals and groups of pupils and, on occasion, to the whole class (where Level 3 qualification held\*).

To assist the class teacher in planning, devising and extending appropriate educational activities. This may include delivering the provision outlined on one or more pupil's IEP and EHCP provision. To support and work with the teacher to identify and respond appropriately to individual differences between pupils so that demanding expectations may be set to contribute to decisions about the most appropriate learning goals and strategies.

To help assess and systematically record pupils' progress using the results of this monitoring to inform further support work and to give oral and written feedback on attainment and progress to both pupils and the teacher.

To support expectations of pupil behaviour and assist in securing appropriate standards of discipline to create and maintain a purposeful, orderly and supportive environment for pupils' learning.

To efficiently prepare, maintain and use appropriate classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient usage of school resources.

**Support for the Curriculum**

To maintain familiarity with the relevant requirements of the curriculum to assist with the effective teaching of basic skills and support work and to ensure that opportunities are taken to develop pupil's learning and skills.

To support the teaching of all curriculum areas as required and agreed with the Head Teacher.

**Support for the School**

To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the SEND Co-ordinator (SENDCo) and other learning support assistants; working at all times within the school's policies and procedures.

To assist in the general efficient operation of the school, including providing cover for other support staff as necessary and providing cover for teachers as directed by the Head Teacher, and where necessary supervising and guiding the work of other learning support assistants.

To attend staff meetings, inset days and accompany staff and pupils on visits and trips as required.

Participate in training, performance management and performance development as required.

To liaise as necessary with parents and carers and with outside agencies, offering support and advice as required.

To help assess and systematically record pupil progress, making a contribution to organising effective learning environments and maintaining appropriate records

Undertake routine marking and assessment in line with school policy and contribute information to pupil's records (e.g. assessment information). Monitor pupils responses to learning activities and record achievement/progress as directed providing regular feedback to teachers and SENDCo on pupil achievement, progress and problems.

Promote good pupil behaviour, dealing promptly with conflict and incidents and reporting in line with school policy

Contribute to the overall ethos/work/aims/values of the school. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.

Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

**Learning Support Assistant:** ..... **Date:** .....

**Head Teacher:** ..... **Date:** .....