**Learning Support Assistant – Job Description**

**Teaching and learning**

* Assist in the educational and social development of pupil(s) under the direction and

guidance of the Headteacher, the SENDCo and Class Teachers

* Assist in the implementation of Individual Education Programmes for pupil(s), including

teaching aids and learning resources, and help monitor their progress

* Work with individuals and groups of children, under the guidance of the teacher, including children with Special Educational Needs
* Provide support for individual pupil(s) inside and outside the classroom to enable them to fully participate in activities
* Work with other professionals, such as speech therapists and occupational therapists, as necessary
* Assist class teachers with maintaining pupil records, including termly assessments
* Support pupil(s) with emotional or behavioural problems and help develop their social skills

**Administrative duties**

* Prepare and present displays of pupils' work
* Support class teachers in photocopying and other tasks in order to support teaching
* Undertake other duties from time to time as the Headteacher require
* Standards and quality assurance
* Support the aims and ethos of the school in providing a quality education for all children and enabling them to become independent learners who are able to achieve their potential
* Set a good example in terms of dress, punctuality and attendance
* Attend team and staff meetings as required
* Undertake professional duties that may be reasonably assigned by the Headteacher
* Be proactive in matters relating to Health & Safety

**Other duties and responsibilities**

* Assisting pupils on arrival to school
* Supervising pupils as they move about the school between sessions
* Supervising break-times and lunchtimes

The Good Shepherd Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that all our employment practices reflect this commitment.

The GST is a multi-academy trust serving 23 schools within the Diocese of Guildford across Surrey and Hampshire. Our trust comprises both primary and secondary schools, schools affiliated to the Church of England and others who are not. Our purpose is to grow and maintain a strong network of schools within a highly supportive and sharing network: we know that schools are better when they work together sharing common values and goals. Opportunities for staff development are a key priority for us - as a member of support staff, as a teacher, as a head teacher or as a local committee member you will have access to wide and varied professional development.

We are working hard to become a more diverse organisation – which is key to our commitment “to be better, together”. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates, who are currently under-represented in the Group as a whole. We always appoint on merit. We are always open to discussing flexible working options.