



Job Description for Learning Support Assistant



Job Title: Learning Support Assistant

Job Purpose: To assist in the support and inclusion of pupils with special educational needs within the school

Responsible To: Headteacher

Receive Instruction From: SENCo / Class Teacher

Main Duties:

A - Support for Pupils

Attend to the personal needs of pupils including the implementation of personal learning programmes that may include social, health, physical and welfare objectives.

Supervise and support children in their access of learning.

Establish good relationships with pupils, acting as a role model and responding to the needs of each individual child.

Actively promote inclusive practice within the classroom setting to ensure acceptance of all children.

Encourage children to play and interact positively with one another.

Encourage children to engage in, and participate in learning activities lead by the class teacher.

To encourage children to act independently as appropriate

B - Support for the Curriculum

Help pupils to understand instructions

Support pupil learning with respect to all of the local and national learning strategies

Support pupils in their use of ICT as directed by the class teacher

Prepare and maintain equipment and resources as directed by the class teacher.

C - Support for the Teacher

As directed by the class teacher:

- Prepare the classroom prior to a lesson
- Clear up after a lesson
- Assist with the display of pupils' work

Report to the classroom teacher, as agreed, on:

- Pupil problems
- Pupil progress and achievements

Undertake the maintenance of pupils records as directed by the class teacher.

Support the teacher in the management of pupil behaviour.

Provide the classroom teacher with clerical and admin support, particularly:

- Undertaking bulk photocopying
- Word processing
- Filing

D - Support for the School

Comply with all school policies relating to:

- Health and Safety
- Equal Opportunities
- Child Protection
- Confidentiality and data protection

Work in such a way that you promote the ethos and vision of the school.

Participate in training and development and activities that contribute to the management of performance.

Assist with the management of pupils outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and member of the school's management.

To undertake other duties and responsibilities as required commensurate with the grade of the post.