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## **Job Description Learning Support Assistant**

### **Core Purpose:**

The postholder will be responsible for supporting children with their learning, including those with Education Health Care Plans and/or special educational needs under the direction and guidance of class teachers and the SENDco/Inclusion leader and to provide for the social, educational and welfare needs within the school.

### **Duties:**

- To support and uphold the school's vision and values.
- To help children of all attainment levels, including those with special educational needs to learn as effectively and independently as possible, both individually and in small groups.
- To run a range of interventions to support individuals and small groups.
- To prepare materials and resources to support individuals, small groups and classroom activities
- To work with children on individual targets in reading, writing and maths.
- To support children's emotional development and resilience when approaching learning tasks.
- To support children's behaviour in line with the school's vision, values and the Behaviour and Discipline policy.
- To assist with children at the beginning and end of the day and in the playground as required.
- To have an awareness of and adherence to all school safeguarding procedures and participate in training as appropriate.
- To ensure the health and safety of the children and to report any concerns or details of accidents/incidents as necessary to the Head of School.
- To assist in the general care of the learning environment by keeping curriculum resources in classrooms and around the school, tidy and in good order.
- To implement and promote the school's equal opportunities policies at all times and to value diversity.

### **Support for pupils:**

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Understand and use effective pedagogical strategies in group and class interventions.
- Assist with the development and implementation of Individual Educational/Behaviour Plans and Personal Care programmes.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
- If required, following training, respond to the medical needs of children in line with their individual health care/education plan.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.



### **Support for Teachers:**

- Create and maintain a purposeful, orderly and supportive environment and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- To assist with the planning, coordination and assessment of a child's Individual Provision Plan considering the recommendations and guidelines set out in the child's Statement of Special Education needs / Educational Health and Care Plan.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- To support class teachers with educational visits including taking responsibility for the care, welfare and learning of individuals and small groups of children.
- On occasions, provide feedback to pupils on their work in line with school procedure.
- On occasions, provide clerical/admin support e.g. photocopying, typing, filing as and when necessary.

### **Support for the curriculum:**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and development pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

### **Support for the School:**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- To attend relevant in-service and **external** as and when required.
- To administer routine first aid or carry out simple medical procedures in line with school guidelines as and when required.
- To develop activities to promote social interactions between pupils during break times.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school (within contracted hours) and at lunchtime.

**Duties and responsibilities of the post may change over time as requirements and circumstances of the school change. This job description may be amended at any time in consultation with the postholder.**

**The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.**



## **PERSON SPECIFICATION**

### **Experience**

- Experience of working with children under the age of 11 in an educational setting
- Experience of supporting children with a range of special educational needs
- Experience of communicating with a wide range of people from different backgrounds
- Experience of record keeping

### **Knowledge, and Understanding**

- Understanding of the educational welfare and social needs of children
- Working knowledge of implementing Individual Provision Plans
- Basic knowledge of ICT to effectively support the pupils (or willingness to train)
- Understanding of the issues around safeguarding and behaviour in a school setting
- A knowledge of some of the emotional, behavioural and social difficulties that may create a barriers to learning

### **Skills and abilities**

- An ability to develop positive relationships with children, valuing their diversity, in order to enhance their learning and social development
- The ability to develop an understanding of the educational, welfare and social needs of pupils
- Proven written and oral communication skills
- Numeracy and literacy skills to effectively support the pupils
- The ability to form and maintain good working relationships with teachers, pupils and parents and be able to work in a team
- The ability to work with a range of professionals from external agencies
- The ability to remain calm in challenging situations and to ask for help when needed

### **Commitment**

- A commitment to uphold the school's vision, values and staff code of conduct
- A commitment to equal opportunities and assisting the school in raising achievement for all its pupils.
- A commitment to becoming familiar with and applying whole school policies, procedures and standards and be willing to implement them in a consistent manner
- A commitment to attend in-service and external training courses and to develop and update knowledge and skills as required

