JOB DESCRIPTION

LEARNING SUPPORT ASSISTANT

Job Description: Purpose of the Post
To work under the direct instruction and guidance of the Inclusion Team, Senior Leadership Team and Class Teachers to support access to learning for pupils with special educational needs and/or disabilities.
Main duties/Responsibilities
Support for Pupils: Promote the inclusion and acceptance of all pupils; Under guidance from the class teacher/Inclusion team adapt planning to better meet the needs of identified children and where required prepare learning material; Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use; Support the use of ICT in learning activities; With guidance from teachers/Inclusion team, undertake structured and agreed learning activities, adjusting activities according to pupil responses; Establish constructive relationships with pupils and interact with them according to their individual needs; 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; Provide feedback to pupils in relation to progress and achievement; Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes; Supervise and support pupils with personal care and medical assistance when required.
Support for Teachers and Inclusion Leader: Support in providing and maintaining a stimulating and inviting learning environment; Assist with the preparation and planning of learning activities; Use strategies, in liaison with the teacher, to support pupils to achieve learning goals; Monitor pupils' responses to learning activities and provide regular feedback to teachers on pupils' achievement, progress, problems, etc.; Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the school's behaviour policy; Provide clerical/administrative support, e.g. photocopying; Assist with the display of pupils' work; Attend Inclusion reviews throughout the year and provide accurate feedback (verbal and written) regarding pupil progress;
Support for the School: Be aware of and comply with school policies and procedures, specifically those 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 and aims of the school;

Establish constructive relationships with parents/carers; Appreciate and support the role of other professionals; Attend and participate in relevant meetings both during and after the school day as required, including termly reviews and provision mapping meetings; Participate in training and other learning activities and performance development as required; To supervise/monitor playtimes where necessary; Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher; To carry out such reasonable duties as the Headteacher may require to meet the needs of the school; To clear up spillages if no other cleaning or caretaking staff are on the premises.
Safeguarding: To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.