



Learning Support Assistant Job Description

Duties and responsibilities:

Support for pupils:

1. To aid effective learning through working with individuals or groups of pupils. For example by:
 - Clarifying and explaining instructions
 - Ensuring pupils are able to use equipment and materials provided
 - Motivating and encouraging pupils as required
 - Liaising with the class teachers and coordinator for inclusion
 - Developing appropriate resources and plan activities to support pupils
 - To encourage the acceptance and inclusion of pupils with special needs, challenging behaviour and who have English as an additional language
 - To give support within the classroom, and on a withdrawal basis, on set targets
 - To help identified pupils to develop confidence
 - To actively encourage the development of pupils' independence
 - Supervise pupils on visits/trips and out of school activities in accordance with your contract

Support for teachers:

- To make and assist with the preparation of materials and equipment for pupils
- To assist the class teacher in the implementation of suitable programmes for pupils who need support in order to reach learning goals
- To participate in the evaluation of the support programme
- To assess individual pupils and mark work under the direction of the class teacher and Coordinator for Inclusion
- To care for and comfort pupils in times of distress or difficulty
- Create and maintain a purposeful and orderly learning environment in accordance with lesson plans and assist with the display of pupils work

Support for the school

- To support the implementation of the school's procedures and policies, including Safeguarding and Health and Safety
- To implement and be committed to Sefton's equal opportunities policy
- To be aware of confidentiality issues in regard to home/pupil/teacher/school and to keep confidences appropriately
- To establish relationships and communicate with other agencies/professionals to support achievement and progress of pupils
- To provide pastoral support for pupils when needed
- To attend in-service training when required

- To support pupils at break and lunchtimes, in the form of playground duty as well as lunch clubs and activities
- To support the daily routines of the school e.g. collecting class registers
- To assist when classes have been split
- Provide clerical/admin support e.g. photocopying
- Any other tasks as directed by the Headteacher or Class Teacher that are consistent with the duties for the post.