

JOB DESCRIPTION

Job Title: Learning Support Assistant/ Teaching Assistant

Reporting To: SENCO / Classroom Teacher

Job Purpose:

To support the classroom teacher with their responsibility for the development and education process by providing care and supervision to children/young people, including those who have special physical, emotional and educational needs.

Main Duties and Responsibilities:

- Establish positive relationships with pupil(s) being supported.
- Support targeted pupil(s) with activities (in and out of the classroom, including interventions) which support literacy and numeracy skills in order to achieve the intended learning outcomes
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- Promote positive pupil behaviour in line with School policies and help keep pupils on task
- Interact with, and support pupil(s), according to individual needs and skills
- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Monitor and record pupil activities as necessary, using the appropriate paperwork, writing records and reports as required
- Provide feedback to pupil(s) in relation to attainment and progress under the guidance of the teacher
- To support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid.
- To assist with the preparation, maintenance and control of stocks of materials and resources.
- Assist with the development and implementation of individualised programs, e.g. Education & Health Care Plan (EHCP)
- Liaise with other staff and provide information about pupil(s) as appropriate
- To assist with the display and presentation of pupils' work

- To supervise pupil(s) for limited and specified periods including break-times when the postholder should facilitate games and activities
- To assist with escorting pupil(s) on educational visits.
- A willingness to undertake lunchtime duties on a contracted regular basis.
- Attend relevant training and take responsibility for own development
- Attend relevant School meetings as required
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All duties and responsibilities must be carried out with due regard to the School's Health and Safety Policy.

Date Reviewed: September 2025