

## JOB DESCRIPTION: LEARNING SUPPORT ASSISTANT

<b>Post title:</b>	Learning Support Assistant
<b>Salary:</b>	Bucks Pay Range 2 (pro rata)
<b>Working hours:</b>	33.5hrs (8.30am-3.30pm core school time) + 1hr weekly staff meeting (Monday after school) & training when required
<b>Working weeks:</b>	39 (term time + 5 INSET days)

To work under the instruction/guidance of teacher/manager to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

To undertake any duties of an appropriate nature as may be reasonably required by the teacher/manager.

### SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes, including social, health, physical, hygiene, first aid and welfare matters
- To be aware of pupil's individual provision maps, risk assessments and management plans and to contribute to their development and to carry them out appropriately
- Establish constructive relationships with pupils, acting as a role model and being aware of and responding/interacting appropriately 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-awareness and independence. Encourage pupils to act independently as appropriate
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher and relevant to the targeted learning or behaviour progress desired

### SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed. Provide regular feedback to teachers on pupils' achievement, progress, problems etc. Mark, assess and review pupil's work and progress as directed
- Prepare information and data for reports on pupils.
- Undertake pupil record keeping and information gathering as requested

- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate. 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. Gather/report information from/to parents/carers as directed
- Administer/invigilate routine tests and undertake routine marking of pupils' work
- Provide admin support e.g. photocopying, typing, filing, collection of monies, collating home-school book/letters information etc.

## SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses in the moment.
- Be aware of the content of teaching plans prepared by the class teacher in order to support learning within the class. To contribute to the general planning process.
- Undertake programmes linked to local and national learning strategies as directed by the teacher (e.g. literacy, numeracy) and make effective use of opportunities provided by other learning activities to support the development of relevant skills. Under direction from the teacher carry out interventions related to external professionals (e.g. SALT, OT, CAMHs), recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop 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. Within an activity, adapt the resources, activity or environment to meet the needs of a pupil or group of pupils in that moment or under guidance from the class teacher when appropriate.
- Under supervision of the teacher, to lead the learning of classes, groups and/or individual pupils. In the short-term absence of teaching staff, to deliver a prepared resource bank of learning materials to classes, groups or individual children as required.
- To demonstrate understanding of a variety of teaching and learning strategies
- To participate in meetings at the school which relate to the curriculum, behaviour, and the organisation and administration of the school

## SUPPORT FOR THE SCHOOL

- Be aware of, support and comply with all school policies, guidance and procedures: having special regard 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
- 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 and at lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group or individual pupils under the supervision of the teacher