Alderbury & West Grimstead

Church of England (Aided) Primary School

Firs Road, Alderbury, Salisbury, SP5 3BD

Tel: (01722) 710464

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Headteacher Mr W Thorpe

JOB DESCRIPTION

TITLE	Learning Support Assistant
Responsible to:	SENCO, Leadership Team
Hours per week:	Full Time 8:45 – 3:15 including some lunch duties
Daily working times:	As per student requirements

It is the role of the Leadership Support Assistant to support individual and groups of pupils with special educational needs and other pupils to achieve their full potential.

KEY RESPONSIBILITIES

Support

- To work with individual or small groups of pupils with special educational needs, or other pupils, under the guidance of the class teacher.
- To work with individual or small groups of pupils delivering an intervention programme, directed by the class teacher or SENCO.
- To help pupils with physical disabilities to move effectively around the school and be aware of all actions necessary under personal handling plans
- To help pupils with physical and sensory disabilities to take full advantage of the curriculum, under the guidance of the SENCO and class teacher.
- To help pupils who have problems with social skills or emotional behavioral difficulties to integrate successfully.
- To pastorally support any pupil with any issue which is adversely affecting their learning
- To have a good working knowledge of student special needs through their Individual Education Plan (IEP).
- To liaise with the class teachers so that all the needs of the pupils' are met, including providing regular feedback to the class teacher to inform their planning (and update IEPs)
- To take into account the special needs involved, to help the pupils to learn as effectively as possible both in-group situations and individually.
- This may involve any of the following:
  - scaffolding the pupil's learning
  - explaining/reminding the pupils of instructions/information.
  - encourage pupils to be independent
  - empowering the pupils to be organised for learning.
  - motivating the pupils as required.
  - maintaining high expectations of work and behaviour for all pupils
  - teaching study skills
  - Phonics and other assessments
  - assisting pupils in weak areas such as reading, writing, spelling, and presentation.
  - aiding the pupils' concentration.
  - helping raise the pupils' confidence and promote their self-esteem.

OTHER RESPONSIBILITIES

- To prepare resources/materials for pupils with special educational needs, under the direction of the class teacher / SENCO
- To liaise with class teacher, SENCO and attend annual reviews (as requested).
- To undertake other tasks to help pupils with special educational needs at the discretion of the SENCO.
- To administer First Aid and medication, as per school policies & procedures
- To supervise pupils at lunchtime as required

Supervisory

- To supervise the pupils in the dining hall, ensuring that any spillages are cleaned up and tables are cleared and cleaned.
- To supervise the pupils in all other areas of the school buildings and grounds.
- To ensure the pupils follow the rules and regulations of the school.

Grounds

- To ensure that the pupils put their rubbish in the bins around the school.
- To help the catering team at the end of the lunch break to clear away the tables in the main hall.

GENERAL

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection reporting all concerns to the appropriate person.
- To attend training courses as directed by the SENCO.
- To play an active part in the life of the school, sharing the aims and objectives of AWGS.
- To take part in the school's Annual Review and Appraisal Scheme for Support Staff.
- Carry out other duties as are within the scope and the spirit of the job purpose, the title of the post and its grading.
- To carry out any other duties as reasonably requested by the Headteacher.