

Job Description

Title: Learning Support Assistant

Grade: BR4

Department:

Section:

Post No:

Reports to: Head Teacher/SENCO

MAIN PURPOSE

To work under the leadership and supervision of teaching/senior staff to undertake work/care/support programmes, working with individuals/groups to enable access to learning for pupils, including those with special needs, 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 assist teachers in ensuring all pupils' continuing educational development through establishing constructive relationships and contributing to Individual Education/Behaviour Plans where appropriate.
- To assist teachers in fostering attractive learning environments to ensure pupils spend their school life in stimulating surroundings.
- To prepare, maintain and use equipment/resources required to support the learning of children with a recognised SEN need or Education Health Care Plan.
- To ensure accurate records and observations are kept so that pupils receive the maximum benefit from their education.
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work.

DUTIES AND RESPONSIBILITIES

Support for Pupils

- Supervise and provide support for all pupils, including those with special educational needs, ensuring their safety and encourage pupils to interact with others and to engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence, providing feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Establish constructive relationships with pupils, acting as a role model, and interact with them according to individual needs, promoting the inclusion/acceptance of all pupils.
- 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.
- Attend to pupils' personal needs and provide advice to assist in their social, health and hygiene development where appropriate.
- Promote the inclusion and acceptance of all pupils.
- Work closely with the SENCO in developing positive support strategies for targeted children to promote maximum engagement in the curriculum.

- Work alongside the SENCO and closely with external professionals in supporting targeted children with special educational needs.

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.
- Assist with the planning of learning activities, monitoring pupils' responses to these, accurately recording achievement/progress and report to the teacher as agreed.
- Use strategies, in liaison with the teacher and SENCO, to support pupils to achieve learning goals.
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Establish constructive relationships with parent/carers.
- Provide clerical and administration support for teacher, e.g., photocopying, filing, etc when requested.
- Undertake programmes linked to local and national learning strategies recording achievement and progress and feeding back to the teacher.
- Provide emergency cover for sessions as required.

Support for the Curriculum

- Undertake/implement structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses and needs.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Support pupils in undertaking literacy and numeracy tasks as directed by the teacher.
- Monitor and arrange orderly and secure storage of resources.
- Prepare, maintain, and operate everyday equipment to support learning in accordance with instructions.
- To implement strategies to support learning based on the advice of external professionals and the SENCO.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to the appropriate person as agreed.
- Assist with the supervision of pupils out of lesson times, including before and after school.
- 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.
- Attend meetings and discussions, which contribute to the overall ethos/work/aims of the school.
- Be aware of the school's educational and behavioural policies for developing pupils.
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop.
- Appreciate and support the work of other professionals.
- Participate in training and other learning activities and performance development as required.

- Ensure implementation and promotion in employment and service delivery of the School's equal opportunities policies and statutory responsibilities.
- Clare House Primary School is committed to equal opportunities and to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- Clare House Primary School has due regard to eliminate discrimination, advance equality of opportunity and foster good relations between all parties.

May 2024