



## Orchard Fields Community School

### Learning Support Assistant

#### Job Description

This job description is written in accordance with recommendations in the Conditions of Service handbook.

**Purpose:**

To be responsible for the education of a child or group of children, with Special Educational Needs or Disability as directed by the class teacher. To support the class teacher in providing a broad based curriculum which takes account of the statutory requirements of an Education Health Care Plan and school policies.

To be an active member of the school and share responsibilities, skills and expertise when required.

**Position in organisation:**

The Learning Support Assistant will be accountable to families, the class teacher, Head teacher, Inclusion Leader and governors.

The Learning Support Assistant will be specifically responsible for the children in her/his care and have general responsibility for all the children in the school with regard to behaviour and discipline. The Learning Support Assistant will have a responsibility to support colleagues when required and to generally support new members of staff.

**Responsibilities:**

The Learning Support Assistant is expected to:

- Be available for work for 195 days in any school year as specified by the head teacher
- Support the class teacher in providing a stimulating learning environment for the child/ren which is in accordance with the health and safety

requirements and have responsibility for the monitoring and maintenance of any resources used in the classroom

- Ensure that any planning specified by the class teacher or Inclusion Leader is completed weekly/daily as specified by the teacher and that it reflects the requirements of the child's individual needs.
- Maintain records for each child and ensure that pupils' individual assessment profiles are kept up to date in order to promote continuity of assessment for learning, including next steps. When children transfer, ensure that the records are accessible to those who need to see them.
- Promote positive behaviour and have good classroom management skills.
- Ensure that the school safety policy and procedures are followed in order to keep children and adults safe
- In consultation with the Inclusion Leader, set end of year targets for each child and set individual targets for each child in Literacy and Numeracy
- Liaise with the Inclusion Leader on providing support and a differentiated curriculum for children with special educational needs.
- Promote a climate which invites parents to be involved in their child's learning, keeping parents properly informed about the work planned and the way it relates to their child's needs encouraging specific support when needed.

### **Relating to the whole school.**

The Learning Support Assistant is expected to:

- Promote a friendly welcoming climate.
- Ensure consistency of practice across the school.
- Help maintain good order and discipline throughout the school.
- Participate in school related administration and organisational tasks such as registration, playground duty, assemblies etc (i.e. tasks which call for teacher's professional skills and judgment.
- Play an active role in occasional staff meetings and attend courses relevant to personal professional development and/or the needs of the school.
- Attend parent meetings and consultations if requested by the Inclusion Leader.
- Support the school in its links with the wider community.

**Planning and preparation time**

The Learning Support Assistant will:

- If required by the Inclusion Leader, be allowed reasonable periods of time, PPA time, to enable them to carry out their duties - planning and preparing lessons for an individual child or small groups, assessing, recording and reporting on the development, progress and attainment of individual children and assessments and reports.