Job description for a Learning Support Assistant
Grade 4

Hours: 30 hours per week over 39 weeks (term time plus 30 hours worked on INSET days)

Lunch: 30 minutes lunch per day, unpaid – by arrangement with line manager (staff room is available)

JOB DESCRIPTION: LEARNING SUPPORT ASSISTANT

JOB PURPOSE: To assist in the support and inclusion of students with Special Educational Needs within a mainstream school.

OBJECTIVES:

- To ensure SEN students have adapted opportunities to achieve their academic and personal development targets.

MAJOR AREAS OF RESPONSIBILITY:

A. Pupil Support – Develop an understanding of the specific needs of students on the register and aid each student to learn as effectively as possible

B. Teacher support – Assist the teacher in the development of a suitable programme for support.

C. Department support – Work closely with the SENCo to implement approaches which enable individual pupils to make progress, maintain records of pupils and be aware of their targets

KEY TASKS:

A1. Support students in the classroom.
A2. Clarify or re-explain instructions and criteria for success.
A3. Motivate students and reinforce past successes to build confidence.
A4. Assist in areas that require development, eg language, behaviour, reading, spelling, fine motor skills, gross motor skills, physiotherapy exercises and social skills.
A5. Establish a supportive and respectful relationship with the student.
A6. Encourage inclusion and acceptance of the student.
A7. Record the progress and support the achievement of targets
A8. Work on a one-to-one or a small group basis with students with specific literacy difficulties planning and delivering interventions to improve their attainment in literacy.

B1. Assist the teacher by shared planning and development of suitable resources so that students can access the learning of the lesson.
B2. Develop a system with the class teacher of recording the student's learning progress
B3. Participate in the evaluation of the support
B4. Seek opportunities for students to undertake group work and facilitate effective independent work and collaboration with peers.

C1. Work closely with SENCo to implement approaches which enable individual pupils to make progress within a mainstream setting.
C2. Maintain records concerning pupils receiving support and liaise with SENCo concerning progress.
C3. Create targets for students through discussion and attendance at meetings.

OUTCOMES
The outcomes that are associated with this role are to work as part of the Learning Support team who:

- Are consistent in their practice
- Share good practice with other team members
- Act as role models for all learners

The outcomes associated with the specific role are:

- Effective communication
- An individual and team belief that all students can learn and develop
- An ethos where problems are minimised
- Effective teamwork where everyone is treated with dignity and respect
- Students feel confident and are included
- Students with specific literacy challenges make progress.

ACCOUNTABILITY:

Learning Support Assistants are accountable to the SENCo

Safeguarding

Abingdon Learning Trust is committed to safeguarding and promoting the welfare of children. All staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The points below are a requirement for the postholder of this position:

- A knowledge and keen awareness of Safeguarding matters and an ability to demonstrate personal values and beliefs in accordance with the Trust's Safeguarding Policy
- Display commitment to the protection and safeguarding of children and young people
- A strong appreciation of child protection issues and the capacity of acting in accordance with the Trust's Safeguarding policy
- Reading, understanding and following all aspects of the Trust's Safeguarding policies and processes
- Comply with safeguarding training expectations

* Your contract of employment is directly with The Abingdon Learning Trust. Your main place of work will be Fitzharrys School, but you may be deployed to work at any school within The Abingdon Learning Trust and carry out those duties that may be reasonably required in relation to such deployment. This will depend upon the role, timetabling and organisational needs of the schools in the Trust and your own individual professional development needs. Any change to your main place of work will be discussed and agreed with you, in advance.

Signed: (employee):

Signed: (on behalf of the Academy):

Date/s: