



Job Description

Job Title: Learning Support Assistant	Section/Team: Support Staff	Grade/salary range: Grade B (£17,842 – 18,562)	Reports to: SENCo
---	---------------------------------------	--	-----------------------------

Job Purpose:

- To prioritise the safety and security of all pupils: Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.
- To work in collaboration with the Headteacher and Senior Leadership Team to ensure a high quality of education for all pupils.
- To support pupils by implementing individual learning plans set by teachers and school leaders.
- To raise standards for vulnerable young people with emotional, academic and behavioural difficulties.

How does the post fit within the structure of the organisation?

Senior Leadership Team		
Headteacher: <i>Responsible for the day-to-day running of the school, safeguarding, recruitment, appraisal and teaching and learning.</i>		Deputy Headteacher: <i>Responsible for safeguarding, pupil premium, assessment and reporting and new staff induction (including NQTs) as well as assisting the headteacher.</i>
SENCo: <i>Responsible for safeguarding, SEND policy and provision, and the appraisal of support staff.</i>		Business Manager: <i>Responsible for financial planning and monitoring, HR, health and safety and the appraisal of admin/site staff.</i>
Middle Leaders		
Maths Leader: <i>Responsible for the effective implementation of the maths curriculum including devising and leading the implementation of a suitable action plan.</i>	English Leader: <i>Responsible for the effective implementation of the literacy curriculum including devising and leading the implementation of a suitable action plan.</i>	Science Leader: <i>Responsible for the effective implementation of the Science curriculum including devising and leading the implementation of a suitable action plan.</i>
Teaching Staff		
Teaching Assistants / Admin Staff / Site Team		



Main Duties and Responsibilities:

Personal Development, Behaviour and Welfare:

- To implement strategies to promote high standards of behaviour including the use of rewards and clear routines.
- To demonstrate consistently the positive attitudes and values which are expected of pupils.
- To establish and maintain positive relationships with pupils and adults.
- To have high expectations of behaviour and the ability to promote positive behaviour in line with the school policy and procedure.
- To prioritise and report safeguarding concerns.
- Working as a mentor to pupils with a view to helping them develop skills that equip them to better manage their behaviour and work constructively with others.
- Working to provide day-to-day guidance and support for children with intimate care needs in order to promote and develop independence.
- Managing behaviour in the playground at break times and lunchtime through leading play activities.

Teaching, Learning and Assessment:

- To contribute to the planning and evaluation of learning activities for specific children's needs.
- To assist in the recording of pupil progress.
- To promote a love of learning and the active involvement of all pupils in their learning.
- Developing a knowledge of activities, courses, and opportunities that can be drawn upon to provide extra support for "at risk" pupils
- Supporting pupils who need help overcoming barriers to learning because of academic, social, emotional and behavioural difficulties
- Accompany pupils on educational visits in school time as requested.
- To engage positively with opportunities for professional development, attending relevant training when requested.

Working with Others:

- To develop and uphold the policies and practices which promote equality of opportunity and tackle prejudice.
- To communicate clearly with parents.
- To take part in multi-agency meetings to support vulnerable children.
- To support the transition of "at risk" pupils to other educational settings.
- To promote and develop a partnership with all parents which recognises the worth of their contribution to their child's education.
- To work as a member of a team – improving the self-esteem and motivation of pupils at risk of underachievement and exclusion.
- To attend and contribute to staff training.
- To display a high standard of professional behaviour and integrity at all times.
- To make a positive contribution to the wider life of the school.

To undertake such reasonable activities as the Headteacher and governors may, from time to time, require.

