**JOB DESCRIPTION – Learning Support Assistant**

**Core Purpose**

To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils

* To support pupils’ learning on an individual basis and in groups both in and out of class
* To plan, deliver and evaluate programmes of intervention, as directed
* To implement strategies and resources included in a pupil’s SEN Support Plan or EHCP.
* To encourage pupils to become independent learners
* To provide support for pupils’ welfare
* To communicate effectively and professionally with parents and other professionals, as directed
* To support the inclusion of pupils in all aspects of school life
* To be responsible for promoting and safeguarding the welfare of children within the school

**DUTIES AND RESPONSIBILITIES**

* Work as part of the staff team at the direction of the Executive leadership Team/ Inclusion Manager/Class Teacher to support pupils in their learning
* Promote inclusion, establish constructive relationships with pupils and interact with them according to their individual needs
* Under the guidance of the Class Teacher, to work with individuals and groups of pupils to help them achieve their potential
* Under the guidance of the Class Teacher, Inclusion Manager and other professionals, to plan, deliver and evaluate programmes of intervention
* Be aware of pupils’ individual targets and implement strategies and resources as detailed in their Education Health Care Plan plans, SEN Support Plansor individual behaviour plans
* Follow the Class Teacher’s planning and prepare appropriate resources in advance of lessons, as necessary
* Assist Class Teachers in assessing pupils’ work by marking work, as directed, and entering data into the school’s on-line assessment system
* At the direction of the Class Teacher, to help to organise classroom activities, and prepare and replenish resources
* Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate in relevant meetings or INSET as required
* Support the teaching of the National Curriculum/EYFS and assist pupils to access the full curriculum
* Provide support for pupils’ emotional and social development by encouraging and modelling positive behaviour and dealing with disruption as agreed in the school’s Behaviour Policy
* Ensure the physical welfare of pupils and assist pupils with their physical needs as appropriate and agreed
* Liaise effectively with members of school staff, parents and other professionals in order to ensure the most effective provision for pupils’ academic, emotional and social development
* Supervise and interact with pupils in the playground and organise play-time activities.
* Attend outings with pupils, in accordance with school policies and safety guidelines, providing assistance with pupils’ care and welfare and with the learning activities.
* To assist with the administration of medication and to carry out personal care of pupils as required, once appropriate training has been given
* Follow key school plans, policies and procedures, especially the Health and Safety Procedures and Child Protection Procedures
* Take part in Performance Management in order to identify and agree development and training needs
* To provide assisted cover for whole or part classes as appropriate.
* Undertake continual Professional Development
* Attend staff meetings as required.
* Establish effective, professional working relationships with other colleagues
* Set good examples to pupils through professional presentation and conduct
* Respect the confidentiality of pupil information and respond sensitively to pupils’ needs
* Undertake all duties and interactions with employees, partner providers and customers fairly, without unlawful discrimination and with due regard to the Council’s Diversity and Equality in Employment and Service Delivery policies
* Support and invest in the wider life of the school.
* Duties as directed by the Executive leadership team.

These are the key tasks as currently defined. They are not listed in priority order and post holders should not place emphasis on the location of the task within the job description. From time to time the key tasks may be varied and the post holder will be expected to take on such variations within the constraints of the grade and the level of responsibility implied in it.

**I agree that the above job description is an accurate reflection of the post.**

**Signed: Date:**

**(Postholder)**

**Signed: Date:**

**(Manager)**