THE POLYGON SCHOOL
Handel Terrace
Southampton
Hampshire
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Headteacher: Mr Ben Penfold

Learning Support Assistant
The Polygon School

Job Description

Post:	Learning Support Assistant (Hybrid Role)
Salary Scale:	Grade 6 | SCP 12 – SCP 17 ***(Approx. £22,457 pro rata'd)***
Accountable to:	Senior Learning Support Assistant (Grade 8)
Directly Accountable to:	Senior Leadership Team
Accountable for:	Own CPD

PURPOSE:

To provide high-quality learning, pastoral and outreach support for pupils who face barriers to education and engagement. The postholder will work flexibly across the school's class-based provision and Pathways Team, supporting pupils both within the classroom and through personalised outreach programmes. The role aims to help pupils re-engage with learning, develop confidence and resilience, improve attendance and achieve positive educational and personal outcomes.

KEY ACCOUNTABILITIES:

- To establish a supportive, caring and secure relationship with individual pupils, promoting respect, self-esteem and a sense of belonging to the school, and acting as an advocate for the pupil as necessary.
- To assist the class teacher with the planning, development and delivery of suitable programmes of work for pupils (i.e. Individual Education Plans), including those with specific learning needs.
- Work alongside teachers and other professionals to deliver effective support that promotes progress and achievement.
- Work flexibly across the school's main provision and Pathways Team in response to changing pupil needs.
- Support a range of activities including classroom learning, intervention programmes, outreach support and alternative provision.
- Travel to off-site locations as required as part of the role
- To contribute to monitoring and recording of all pupils' progress, maintaining records and providing relevant feedback to teachers and parents/carers.
- As directed by the class teacher, to liaise with outside agencies, where appropriate, in respect of individual pupils.

- In addition, where possible, to assist with general school duties. These will include:

    a. Supervising pupils in an informal setting at the start of the school day
    b. Setting up classrooms, preparing resources and displays and tidying and clearing away
    c. Supervision of pupils during break times, lunch time and afterschool clubs
    d. Supervision of pupils entering and leaving school premises

SUPPORTING THE SCHOOL:

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.

2. Attend and contribute to staff meetings and Inset Days as required, and identify areas of personal practice and experience to develop.

3. Take appropriate responsibility for safeguarding and pupils welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.

4. Be aware of Health and Safety issues and act in accordance with the school's Health and Safety Policy.

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

These duties may be reviewed and amended in consultation with the post holder in the light of any changes and/or priorities identified within the school.

SIGNED: _____

DATE: _____