

**Barlows Primary School**  
**Level 2 Learning Support Assistant**  
**Job Description**



## **Main purposes of the job**

Working under the direction and within an agreed system of supervision from a qualified teacher.

- To work in partnership with class teachers to support learning by working with individuals or small groups of children, under the direction of teaching staff.
  - To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
  - To use behaviour management strategies in line with the schools policy and procedures, which contribute to a purposeful learning environment.
  - To be responsible for promoting and safeguarding the welfare of children and young people within the school.
  - To work within the agreed Professional Standards for Teaching Assistants.
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## **Main responsibilities and tasks**

### **Teaching and learning**

1. Develop a secure knowledge of the learning support needs of individual pupils.
2. Undertake activities set by teaching staff with individuals, or groups of pupils, to support pupils' learning.
3. Supervise pupils' work, clarify and explain instructions, identify where pupils are struggling, e.g. engaging with a particular topic, and support them in understanding the information and complete the work.
4. Adjust learning activities based on pupils' responses as appropriate to achieve effective learning outcomes.
5. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
6. Support the evaluation of pupils' progress using a range of assessment techniques.
7. Provide information to the teacher and other staff for monitoring, assessing and recording pupil progress/activities as appropriate.
8. Provide feedback and praise to pupils in relation to attainment and progress under the guidance of the teacher.
9. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
10. Support the work of volunteers and other Learning Support staff in the classroom
11. Support working relationship with the pupils, acting as good role model for pupils in terms of behaviour and attitude, setting high expectations.
12. Meet the personal needs of pupils whilst encouraging their independence.
13. Encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.
14. Understand and support pupils with special educational needs and disabilities or those with English as an Additional Language.
15. Assist teaching staff and the SENDCO with the creation of individual learning plans for pupils.
16. Support pupils with special educational needs through the delivery of specific learning programmes as part of individual or group work.
17. Assist teaching staff to implement a variety of teaching strategies that support pupils in achieving their learning goals.

18. Provide new and ongoing support for individuals or groups of pupils who need extra interventions to achieve their potential.
19. Assist teaching staff and other TAs with creating and maintaining displays throughout the school.
20. Provide administrative and clerical support (including record keeping e.g. taking the register, updating homework registers) to teaching staff and other TAs regarding lesson planning and resources.
21. Assist with school trips, events and activities.
22. Provide feedback to parents, carers and other professionals for example first aid matters, pastoral matters.

### Supporting the school

23. Contribute to the ethos, value and aims of the school.
24. Comply with all relevant legislation and school policies, including those relating to safeguarding, equality, diversity, health and safety, confidentiality and data protection reporting concerns to the named/appropriate person.
25. Promote equality as an integral part of the role and to treat everyone with fairness and dignity, promoting inclusion and acceptance of all pupils and stakeholders.
26. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
27. Undertake duties including: door duties, first aid, administration of medication, fire marshal (training provided), supporting medical needs e.g. asthma, diabetes.
28. Establish and maintain constructive relationships with pupils', parents, staff and external agencies and deliver pastoral support as required.
29. Support the delivery of the school Pupil Premium Strategy.
30. When required, take part in activities such as staff meetings, parents' evenings, inset days, clubs and any other appropriate school events.

### Communication and Coordination

31. Work closely with teaching staff, other Learning Support Assistants and the SENCO to close the attainment gap between individual pupils, groups of pupils, and their peers.
32. Assist the SENCO in the production of a timetable that ensures pupils are not repeatedly missing the same lesson to join interventions.
33. Contribute towards pupils' annual reviews and report on the effectiveness of the interventions in place.
34. Assist in arranging extra time and access arrangements, as appropriate, where external or internal examinations or tests are administered.
35. Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.

### Professional Development

36. Participate in training and other professional development as required.
37. Provide the school with feedback on any training or professional development undertaken.
38. Report professional development progress to an assigned mentor/leader and set goals for further professional development.

### Support for the curriculum

39. To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher.

### **Additional Information**

This role may include the tasks within a basic support role but also provides more specific practitioner support tasks without the same degree of supervision as Teaching Assistant (Learning Support – Level1).