


Job Description

	Service Area:	Location:
	School: Park Lane Primary	Section:
	Post Title: Learning Support Assistant – General Level 2	Grade: S3
	Restricted: No	Post Number(s):

1. PURPOSE OF JOB

- 1.1 To work on a one to one & in a small group situation with a specific child.
- 1.2 To carry out work, care and/or support programmes for pupils, under the instruction/guidance of teaching/senior staff.
- 1.3 To enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.
- 1.4 To contribute to the overall ethos, work and aims of the school.

2. DIRECTLY RESPONSIBLE TO: *Headteacher*

3. FUNCTIONALLY RESPONSIBLE TO: *Headteacher*

4. RESPONSIBLE FOR: Not applicable

5. PRINCIPAL ACCOUNTABILITIES AND RESPONSIBILITIES

- 5.1 Work will involve both targeted support within the classroom and engaging the child in specific programmes designed to support his/her needs.
- 5.2 To make resources to support the child in accessing the curriculum.
- 5.3 Supervise and provide support and assistance to a specific child and groups of pupils including those with special needs, ensuring their safety and access to learning activities.
- 5.4 Undertake structured and agreed learning activities and teaching programmes for a specific child and groups of pupils, including local and national learning strategies such as literacy, numeracy, early years, KS's.
- 5.5 Adjust learning activities and teaching programmes to take account of pupil needs and responses.
- 5.6 Use appropriate strategies and approaches to support and assist pupils to achieve learning goals
- 5.7 Contribute to the development and implementation of individual Education/Behaviour Plans and Personal Care programmes.
- 5.8 Establish constructive relationships with pupils and interact with them according to their individual needs.
- 5.9 Assist with planning of learning activities.

- 5.10 Monitor and record pupils' progress, achievements and responses in respect of all learning activities and teaching programmes.
 - 5.11 Provide detailed feedback to the teacher on pupil progress, achievements, and problems, and under guidance of the teacher provide feedback to pupils on their progress and achievements.
 - 5.12 Create and maintain a orderly and supportive environment for pupils and teachers, and assist with the display of pupils' work
 - 5.13 Prepare, maintain and use equipment and resources, including information and communication technology (ICT), for use in relevant learning activities and teaching programmes, and assist in the development of pupils' competence and independence in their use.
 - 5.14 Administer routine tests, invigilate exams, and undertake marking of pupils' work.
 - 5.15 Provide a range of clerical and administrative support to teaching staff, including photocopying, word-processing, filing, collecting money, and administering coursework.
 - 5.16 Promote positive pupil behaviour, dealing promptly with conflict and incidents in accordance with the school's policies and procedures, and encourage pupils to take personal responsibility for their behaviour.
 - 5.17 Promote the inclusion and acceptance, and encourage self-esteem and independence, of all pupils.
 - 5.18 To support the child at playtime as necessary and assist with supervision of pupils out of lesson times, including before and after school and at lunchtimes.
 - 5.19 Accompany teaching staff and pupils on trips and school activities as required and take responsibility for a group under the general supervision of the teacher.
 - 5.20 Participate in training and development activities and programmes, and attend and participate in meetings, as required.
 - 5.21 Establish and develop constructive relationships with parents/carers, and appreciate and support other professionals.
 - 5.22 Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
 - child protection,
 - health, safety and security,
 - confidentiality, and
 - data protection.
 - 5.23 Ensure all pupils have equal access to opportunities to learn and develop.
 - 5.24 Undertake these duties within agreed departmental service/school objectives, policies and procedures and promote the Council's Equal Opportunities Policy.
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