

# Job Description: Learning Support Assistant



## Post Details

<b>School/setting:</b>	Poole High school
<b>Post type:</b>	Support Staff
<b>Pay Scale:</b>	Point 5 (Fixed)
<b>Responsible to:</b>	A member of the senior leadership team

### Main Purpose

- To support and promote the development and learning of children with a variety of academic, physical, emotional, behavioral and social needs.
- To assist teachers in providing a learning environment that enables all children to access the curriculum and learn to the best of their ability whilst supporting the aims of the school outlined in the school/learning team's philosophy statement.

### Duties and Responsibilities

- Support students access the curriculum, help learning in particular lessons or small group sessions.
- Provide support as indicated by student net e.g. language assistance/ready support.
- Work with individuals or groups of children, as directed by class teacher and/or SENCo, to support learning across the whole curriculum (this may include the supervision of a classroom for periods of time).
- Establish supportive, caring and secure relationships with the students promoting respect, self-esteem and a positive ethos.
- Develop your own knowledge and understanding of specific academic, physical and emotional/social/behavioral needs of individuals and groups of children and respond to them effectively.
- Support class teachers to design, create and produce learning activities, materials and resources to support aspects of the curriculum or particular learning outcomes, and to assist and support children in using them.
- Contribute to monitoring and recording students' progress, provide effective feedback and safeguarding concerns, maintaining records and providing relevant feedback to teachers.
- Liaise with outside agencies, where appropriate, in respect of individual children.
- To assist with general school duties which may include setting up classrooms, preparing resources and displays, tidying and clearing away, supervision of children during break times and supervision of children entering and leaving school premises.
- Maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.

### Safeguarding Duties and Responsibilities

- Promoting and safeguarding the welfare of children and young people in accordance with the school's Safeguarding and Child Protection policies.

### Other Duties

All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the trust. The particular duties and responsibilities may vary from time to time.

### Twynham Learning Attributes for all Staff

Ambition for excellence  
Professionalism  
Humility  
Championing change

Inclusiveness  
Positivity  
Community-mindedness  
Being collaborative

### Qualifications, Knowledge, Skills and Attributes Required

**Essential:**

- Maths & English GCSE A-C, or equivalent grades/qualifications
- Proven skills in the use of office packages to include: Word and Outlook
- Excellent communication and interpersonal skills
- Ability to work independently, demonstrating initiative
- Ability to reconcile priorities, work to tight deadlines and problem solve
- Ability to communicate effectively with all staff students and parents
- Excellent organisation, time management, communication skills
- Sense of humour

### Notes

- This job description may be amended at any time in consultation with the postholder.

### Glossary

Explanations of any abbreviations or jargon contained in this job description can be found in our [Twynham Learning Glossary](#).