



Job Description – Learning Support Assistant

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Role	Learning Support Assistant
Additional Role(s)	N/A
Grade	Pay Grade GS-04
Reports to	Special Educational Needs Co-Coordinator, Classteacher
Job Purpose	<ul style="list-style-type: none">To assist an individual teacher, or teachers, in delivering and evaluating programmes and adapting teaching materials to the particular requirements of specific pupils with special needs.To assist in meeting the pupils' need for encouragement, reassurance and comfort and attend to their personal requirements and care while encouraging independence at all times
Accountable for <ol style="list-style-type: none">Deliver 1-1 and/or group support / intervention and monitor pupil performance, including those who have physical, emotional or educational needs, under the direction of senior staff.Use of relevant tools/equipment.Carry out routine tasks to organise and maintain the learning environment.Ensure all well-being, behaviour and personal development of pupils.May carry out personal care routines as appropriate.Maybe required to respond to pupils' needs in routine, pre-agreed tasks (including routine medical needs).	
Planning and Organising <ul style="list-style-type: none">Plan own set tasks within the day.Ensure materials and equipment are available as and when required.Activity planning – maybe required	
Analysis, Reporting and Documentation <ul style="list-style-type: none">May need to make records of activities/observations for further submission to supervisor as per instructions.	

Sandfield Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.



Job Description – Learning Support Assistant

Work with others

- Respond to individual needs and/or answer simple queries politely and ask for assistance where necessary.
- Report any concerns, problems or incidents, e.g. safeguarding, behaviour, in accordance with relevant reporting procedures.
- Conduct themselves in a courteous manner, to show respect for all.

Expectations

- Values: To uphold the values and behaviours of the organisation.
- Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.
- Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.
- The Core National Standards for Supporting Teaching & Learning: To understand and carry out role in line with agreed standards, expectations & qualifications.
- Contribute to and positively influence children's learning and personal development.
- To have regard to and comply with safeguarding policy and procedures.

School Ethos & Community

- To be an active participant in developing the school ethos and sense of community.
- Actively contribute to the development and adoption of the school's ethos, values and development priorities.
- Participate in pre/after school clubs, or out-of-school activities as reasonably requested, including assistance at major Parent Teacher Association events.
- Perform any other comparable duties to meet the operational needs of the school, as may be reasonably expected, as directed by the Headteacher.
- Promote the school and academy.

Date Issued	
Name of Member of Staff	
Signed	
Date	

Sandfield Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.