**Job Description – Learning Support Assistant (Senior Section)**

Post : Learning Support Assistant

Line Managed By : SENDCO Senior Section

Working hours : 30.5 hours per week, 8.10am till 3.05pm term-time only.

**Job Purpose**

To enable Senior Section pupils to access learning by supervising and assisting (one-to-one and in small groups) across a wide range of activities and supported learning activities. To promote the development of the physical and mental well-being of pupils as directed by a teacher.

**Key Accountabilities**

* To actively promote the School’s Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place
* To maintain awareness of and commitment to the School’s Equal Opportunity Policies in relation to both employment and service delivery
* To fully comply with the Health and Safety at Work Act 1974 etc, the School’s Health and Safety Policy and all locally agreed safe methods of work
* At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

**Specific Duties to the Learning Support Assistant**

• Assist with the planning of learning activities by identifying and preparing resources required to support lesson plans and learning outcomes.

• The preparation of materials/equipment (e.g. books, pencils, art supplies, sort games, AVA equipment) preparing and clearing up activities with the pupils.

• Assisting with reading, word and number games, science and art and craft activities to support learning outcomes using the teachers planned teaching and learning method.

• Providing unobtrusive guidance and support to enable pupils to find answers to questions and tasks set, using knowledge of each pupil’s differing levels of development and ability to ensure progression and continuity.

• Supervise individual or small groups of pupils undertaking teacher–led learning activities by co-ordinating and explaining basic instructions for the activity, adjusting activities within the scope of the lesson plan and learning outcomes in response to pupils’ learning.

• Assisting pupil achievement by monitoring learning against learning outcomes, informing the teacher of progress/problems.

• Assist pupils to develop their independence through undertaking tasks.

• Support the use of IT as a tool to enable learning.

• Support the development of literacy and numeracy skills of pupils from a wide variety of backgrounds.

• Administer and mark routine tests with clearly defined predetermined answers.

• Invigilate or scribe for exams as required.

• Assist with special activities in the school within school hours (e.g. sports days, plays, concerts, open days) accompany on school visits, projects

• Ensure that pupils work and play together positively and cooperatively, with good behaviour.

• Helping pupils change for practical activities.

• Arrange classroom to create a positive learning environment including arranging classroom displays.

• Planning and supervision of extra-curricular activities, including working with the Primary section.

• Report student and school issues in line with the School’s policies for health and safety, child protection, behaviour management etc.

• Attend meetings and training sessions as required.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

**Other duties**

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, the School reserves the right to update your job profile to reflect changes in, or to, your post.

Safer Recruitment Mayfield School and Portsmouth Local Authority are committed to safeguarding and promoting the welfare of children, and young people, and expect all staff and volunteers to share this commitment. DBS Disclosure at Enhanced level will be required.

Data Protection Act 1998 You should be aware that the information you have provided will be stored on Portsmouth City Councils secure recruitment database and will only be used to process your application. It will not be passed to any other organisation