

**Learning Support Assistant Job Description**

**Duties and responsibilities:**

**Support for pupils:**

1. To aid effective learning through working with individuals or groups of pupils. For example by:
* Clarifying and explaining instructions
* Ensuring pupils are able to use equipment and materials provided
* Motivating and encouraging pupils as required
* Liaising with the class teachers and coordinator for inclusion
* Developing appropriate resources and plan activities to support pupils
* To encourage the acceptance and inclusion of pupils with special needs, challenging behaviour and who have English as an additional language
* To give support within the classroom, and on a withdrawal basis, on set targets
* To help identified pupils to develop confidence
* To actively encourage the development of pupils’ independence
* Supervise pupils on visits/trips and out of school activities in accordance with your contract

**Support for teachers:**

* To make and assist with the preparation of materials and equipment for pupils
* To assist the class teacher in the implementation of suitable programmes for pupils who need support in order to reach learning goals
* To participate in the evaluation of the support programme
* To assess individual pupils and mark work under the direction of the class teacher and Coordinator for Inclusion
* To care for and comfort pupils in times of distress or difficulty
* Create and maintain a purposeful and orderly learning environment in accordance with lesson plans and assist with the display of pupils work

**Support for the school**

* To support the implementation of the school’s procedures and policies, including Safeguarding  and Health and Safety
* To implement and be committed to Sefton’s equal opportunities policy
* To be aware of confidentiality issues in regard to home/pupil/teacher/school and to keep confidences appropriately
* To establish relationships and communicate with other agencies/professionals to support achievement and progress of pupils
* To provide pastoral support for pupils when needed
* To attend in-service training when required
* To support pupils at break and lunchtimes, in the form of playground duty as well as lunch clubs and activities
* To support the daily routines of the school e.g. collecting class registers
* To assist when classes have been split
* Provide clerical/admin support e.g.  photocopying
* Any other tasks as directed by the Headteacher  or Class Teacher that are consistent with the duties for the post.