



Copley Junior School



Learning Support Assistant Job Description

GRADE 5

Responsible to:

Headteacher/SLT/SENCo

Supervisory Responsibility

None other than assisting in work familiarisation of other employees. All support staff should endeavour to maintain the high expectations of the school and must uphold the standards of personal and professional conduct at all times. Support staff must maintain appropriate professional boundaries and respect the unique position of trust as support staff in school.

Duties & Responsibilities

- To assist the teacher in the raising of attainment by ensuring that all pupils have equal opportunity to fulfil their potential.
- To work with the class teacher, being 'partners' in supporting the pupils' access to learning and their specific needs – physical, medical, behavioural and emotional.
- To foster enjoyment, enthusiasm and independence in learning.
- To provide care and support for all pupils to ensure their safety and well-being.
- To demonstrate commitment to working within a child protection culture and promoting at all times the safeguarding culture of the school.
- To support the inclusion of pupils in all aspects of school life.
- To contribute to the development of confident, caring pupils who show a sense of responsibility and pride in themselves and the school.
- To assist in the provision of a welcoming, stimulating environment.
- To assist in the smooth running of the school.

Supporting Teaching and Learning

- To work under the direction of the class teacher to provide particular support for individuals and small groups of pupils, both within the classroom and leading interventions outside the classroom, supporting individual pupils with SEN etc. as the needs of the school dictate so as to maximise pupil wellbeing and progress.
- To assist with the planning of teaching tasks, and the monitoring and evaluation of the learning of individual pupils/small groups, ensuring that progress is clearly recorded.
- Assist with the development and implementation of Individual Education Health Care/SEN Support Plans as appropriate.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- To promote the inclusion and acceptance of all pupils within the classroom.
 - To encourage pupils to interact and work co-operatively with others.
 - To promote independence, confidence and self-esteem.
- Mentor and assist children with special educational/behaviour needs.
- To provide feedback to pupils in relation to progress and achievement.



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- To support the school's Behaviour and Relationships policy to ensure high standards of pupil behaviour.

Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
 - Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
 - Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, misunderstandings etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Administer routine tests and undertake routine marking of pupils' work.

Supporting the Curriculum

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
 - Deliver teaching and learning programmes and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
 - Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and learning needs.

Supporting the School

- To be aware of, and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To play an appropriate part in child protection procedures and support the ethos of safeguarding within the school.
- To contribute to and support the overall ethos/work/aims of the school.
- To establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
 - To contribute to reviews of pupils' progress, as appropriate.
 - To attend relevant in-service training.
- To undertake out of school learning activities as required e.g. school visits.
- To carry out break duty supervision in accordance with the rota.
- To set a good example in terms of dress, punctuality and attendance.
- To carry out tasks as required to support the smooth and efficient running of the classroom and school.



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Note: The Postholder's duties must be carried out in compliance with the school's policies and procedures, including safeguarding protection procedures and the Council's Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974) and the subsequent health and safety legislation.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the Postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post. This job description will be reviewed annually, as part of the school's annual appraisal procedures for learning support assistants, or earlier if necessary. It may be amended at any time subject to consultation with all relevant parties.