**LEARNING SUPPORT ASSISTANT**

**Job Description**

**POST REPORTS TO: HEADTEACHER**

**Post Responsible for: No responsibility for staff**

**Salary Grade: Scale 3**

**Main Purpose of the Job:**

* To support teaching & learning activities with individual children /small groups across the school
* To work under the guidance of teaching / senior staff to implement agreed work programmes
* To assist the teacher in the planning cycle and the management & preparation of resources
* To assist with the inclusion of pupils with special educational needs and disabilities and/ or supporting a small group or on an individual basis within the classroom or on a withdrawal basis
* To provide support for teaching staff in designated departments in an appropriate learning environment
* To be an integral part of the school, working in close partnership with all staff

**SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:**

KEY AREAS

**Planning**

* To work with the teacher in lesson planning, evaluating and differentiating lessons/work plans as appropriate

**Monitoring and Assessment**

* To provide feedback to students in relation to progress and achievement through the evaluation of EHCP and SEND support plans.
* To monitor and evaluate students’ responses to learning activities through observation and plan recording of achievement against pre-determined learning objectives
* To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
* To liaise sensitively and effectively with parents or carers only as agreed with the teacher within your responsibility and participate in feedback sessions or meetings with parents with, or as directed. To feedback to SENCO at EHCP Annual Reviews and other reviews

**Teaching and Learning**

* To implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs
* To implement local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
* To support the use of ICT in learning activities and develop pupils’ competence and independence in its use
* To help students to access learning activities through specialist support
* To administer and assess routine tests and invigilate exams/tests
* To accompany identified students on the excursions/field trips and other out of school activities as directed by senior staff

**General**

* To encourage students to interact and work co-operatively with others and engage all students in activities
* To be aware of, and support, difference and ensure all students have equal access to opportunities to learn and develop
* To provide differentiated support for students in mainstream lessons; administer coursework, produce worksheets for agreed activities etc.
* To carry out any other duties as directed by the SENCO
* To mentor identified KS4 SEND students