

Job Description

Post Title:	Learning Support Assistant		
Salary/Grade:	PASS Level 3 @ 80%		
Working time:	Term time only	Hours:	
	Plus Parents' Evenings	Mon	8.30am - 4.15pm
	Includes 40 Minute unpaid lunch break.	Tue	8.30am - 3.30pm
		Wed	8.30am - 3.30pm
		Thur	8.30am - 3.30pm
		Fri	8.30am - 3.00pm

Reporting to:	SENCO/Inclusion Manager
Liaising with:	Heads/Deputies, Inclusion Team, teaching/support staff, LA representatives and external agencies and parents
Disclosure Level:	Enhanced

Main Core Duties:

- To support specific children with barriers to learning in and out of the classroom and in the Achievement Hub. This will include an element of 1:1 support where needed.
- To make a difference by contributing to the social and educational development of specific students through support, care and motivation.
- To provide additional whole class support for mainstream classes as directed by line manager.
- To support teachers in the implementation of pupils' individual education and behaviour plans.
- To help individual or groups of children to access as many aspects of the curriculum as is practicable.
- To assist students in areas of difficulty e.g. language, behaviour, reading, spelling, handwriting, presentation and numeracy - devising complementary activities where necessary.
- To organise, prepare and/or adapt learning resources/teaching materials to make the curriculum more accessible.
- To organise displays of pupils' work for use as resources for teaching and learning purposes.
- To provide administration support for the Achievement Hub as requested.
- To monitor and access specific pupils' Pupil Profiles and to attend EHCP review meetings on such pupils if required.
- To liaise with parents if required.
- To accompany and supervise students on out of school activities, trips and visits.
- To invigilate exams as requested.
- To provide first aid where required.
- To attend parents' evenings and other meetings if required.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Date: