**Great Torrington School**

**Post:** Learning Support Assistant (Supporting and Delivering Learning) Level 2

**Grade:** JE Scale C 4 - 6 **Salary:** £18,933 to £19,698

**Hours:** 1130 hours per annum, term time plus 5 non-pupil days

The post holder will be finally responsible to the Headteacher but will in the first instance be responsible to the INCo.

Appraisal review and staff development is the responsibility of the INCo.

**Principle Duties**

To work with identified pupils across the mainstream learning environment. To implement agreed work programmes inline with their needs to support in and out of the classroom. To assist teaching staff in preparing appropriate resources.

## MAJOR RESPONSIBILITIES

To work under guidance to deliver learning by:

* Being actively involved in the whole planning cycle
* Implementing work programmes
* Undertaking evaluation and record keeping
* Providing specific support in line with pupil needs

## DUTIES

**Support the teacher by:**

* Working with the teacher to establish an appropriate learning environment
* Working with the teacher in lesson planning, evaluating, and adjusting lessons/work plans as appropriate
* Monitoring and evaluating pupil responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
* Providing objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress, and other matters, ensuring the availability of appropriate evidence
* Having responsibility for keeping and updating records as agreed with the teacher, contributing to the reviews of systems /records as requested
* Promoting positive values, attitudes, and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
* Liaising sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participating in feedback sessions/meetings with parents either alongside the teacher or as directed
* Administering and assessing routine tests and invigilating exams/tests

##### **Supporting pupils by:**

* Using specialist curricular/learning skills/training/experience
* Assisting with the development and implementation of Pupil Information Passport
* Establishing productive working relationships with pupil, acting as a role model, and setting high expectations for behaviour and learning
* Promoting the inclusion and acceptance of all pupils within the classroom
* Working consistently whilst recognising and responding to individual pupil needs
* Encouraging pupil to interact and work co-operatively with others and engaging all pupils in activities
* Promoting independence and employing strategies to recognise and reward achievement of self-reliance
* Providing feedback to pupils in relation to progress and achievement.

**Support the curriculum by:**

* Implementing agreed learning activities/teaching programmes, adjusting activities according to pupils’ responses/needs
* Implementing local and national learning strategies e.g., literacy, numeracy, KS3, early years and making effective use of opportunities provided by other learning activities to support the development of relevant skills
* Supporting the use of ICT in learning activities and developing pupils’ competence and independence in its use
* Helping pupils to access learning activities through specialist support
* Determining the need for, preparation of, and maintenance of general and specialist equipment and resources.

**Support the school by:**

* Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, and reporting all concerns to an appropriate person
* Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
* Contributing to the overall ethos/work/aims of the school
* Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher/SENCO, to support achievement and progress of pupils
* Attending and participating in regular meetings
* Participating in training and other learning activities as required
* Recognising own strengths and areas of expertise and using these to advise and support others
* Providing appropriate guidance and general supervision to less experienced staff who may be undertaking duties/tasks as part of their personal development
* Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher
* Maintaining professional standards at all times
* Participating during the Enrichment period by offering an activity or supporting pupils.

This is not considered to be an exhaustive list, as such; the job holder may be expected to carry out any other reasonable duties as directed by the Headteacher.

HVW 01/09/21