

## Job Description

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| <b>Post:</b>                               | <b>Learning Support Assistant</b>  |
| <b>Responsible to:</b>                     | Headteacher, Deputy Head, Head of key Stage, Class teacher   |
| <b>Responsible for:</b>                    | Groups or individual pupils as directed by teaching staff.   |
| <b>Important Functional Relationships:</b> | Headteacher, Deputy Head, Assistant Heads, teachers, learning support assistants and other members of the school staff, students.<br>The post holder interacts at a professional level with colleagues and seeks to establish and maintain productive relationships and communication with them in order to support the learning, participation, social interaction and emotional well-being of students.  |
| <b>Main Purpose of Job:</b>                | The Learning Support Assistant will work under the direction of a teacher to promote effective participation, enhance individual learning, and raise aspirations so helping students to achieve their potential.   |
| <b>Main responsibilities:</b>              | <p>To establish productive working relationships with students, acting as a role model and setting high expectations.</p> <p>To assist the teacher with preparing and delivering learning activities to individual or small groups of students.</p> <p>To promote students' self-confidence and independence, recognising and rewarding perseverance and resilience.</p> <p>To assist in keeping the classroom in good order in terms of general tidiness, display of materials and students' work and layout of furniture and equipment.</p> <p>To be aware of, and support, individual students' medical and/or self-help needs as necessary.</p> <p>To share the supervision of students at break and lunchtimes, helping them to develop appropriate social interaction skills when necessary.</p> <p>In conjunction with the line manager, take responsibility for personal professional development; keeping up-to-date record of any training received.</p>   |
| <b>Standards and quality assurance</b>     | <p>To actively promote and implement whole school policies.</p> <p>To support the aims and ethos of the school.</p> <p>To set a good example in terms of punctuality and attendance, having regard to the school's professional dress code for all staff.</p> <p>To attend and participate in meetings which relate to students' well-being or the school's curriculum development, administration and organisation including Key Stage, Whole School, or Focus Meetings.</p> <p>To actively comply with policies and procedures relating to child protection, health and safety, confidentiality, and data protection, reporting any concerns to the appropriate person.</p> <p>To appreciate and support the roles of other members of the school staff team.</p> <p>To be aware of and take part in the school's appraisal arrangements and participate in training and development activities as required.</p> <p>To undertake professional duties that may be reasonably assigned by the Headteacher.</p> |

*All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect changing roles and responsibilities.*

*This job description may be amended at any time following discussion between the Headteacher, Appraisal line manager and the member of staff, and will be reviewed regularly.*