

Job Description

Post: Learning Support Assistant – Primary L3

Purpose

To challenge educational and social disadvantage in the North.

Duties and Responsibilities

- Live our mission, values and drivers every day.
- Play a key role in ensuring that children with additional needs make accelerated progress in all areas of learning and development.
- Support the SENCO to plan, deliver and review lessons which are appropriate to the age and ability of the children and to facilitate progression in children's learning.
- Work with groups of children under the supervision of the SENCO to support the delivery of programmes of work and targeted interventions.
- Monitor responses to learning activities and accurately record achievement / progress as directed.
- Facilitate the exceptional progress and well-being of any individual or group of children; work with outside agencies to ensure that individualised targets and plans are met.
- Promote and maintain discipline in accordance with the rules and the behaviour policy of the academy.
- Communicate effectively with the class teacher/s and SENDCo to share children's learning.
- Record assessments and observations, collecting data to contribute to EHCP applications and reviews.
- Contribute towards and maintain high-quality displays and an engaging learning environment.
- Support children throughout the day by fulfilling pastoral responsibilities and supervision at social times.
- Provide first aid and support children with medical needs, including maintenance of relevant records and first aid boxes.
- Provide intimate care (including toileting, as required) in accordance with academy policies and procedures.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of our academy's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on our academy calendar.
- Consistently implement all trust policies and contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a designated safeguarding lead.
- Carry out any other reasonable duties as requested by the principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.