

# Learning Support Assistant Level 2/3

**Name of School:** ST Federation  
**Grade:** Range A (Scale 3 –4)

## Main Purpose of Job

1. To work under the guidance of the class teacher and senior leadership team to support teaching and learning in the classroom
2. To implement agreed programmes of work with individuals and groups in or out of the classroom
3. To provide general support to the class teacher in the management and organisation of the pupils and the classroom
4. To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment
5. To promote the inclusion of all pupils ensuring they have equal access to opportunities to learn and develop
6. To be responsible for promoting and safeguarding the welfare of children and young people within the school
7. Subject to agreement of arrangements, staff may also supervise whole classes occasionally in the short-term absence of teachers, with a primary focus on maintaining good order and keeping pupils on task
8. To supervise pupils during lunchtime

## Main Responsibilities [*for schools/settings to customise*]

### Support for the Pupils/ Families

- To deliver pastoral and learning support
- To provide feedback to pupils in relation to progress and achievement.
- To establish and develop productive working relationships with pupils acting as a role model and developing 1:1 mentoring arrangements and providing support for distressed pupils
- To work with pupils, understanding how to motivate and encourage them to develop and achieve.
- To provide support for pupils to broaden and enrich their learning.
- To work with the SENCO and other teachers to develop and implement IEPs and behaviour mentoring plans.
- To understand the individual needs of children and be responsible for advising them on social health and hygiene.
- To administer first aid for pupils where appropriate training has been provided
- To promote the inclusion and acceptance of all pupils within the classroom. Encourage pupils to interact and work co-operatively with others and engage in all activities.

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- To read with individual children and groups and complete reading records as directed by the class teacher.
- To work with small groups of children and to take responsibility for their learning
- To support a child with disabilities or special educational needs
- To support children in mixed ability groupings ensuring that they understand tasks and learning objectives

### Support for the Teachers

- Within an agreed system of supervision, to work with the teacher to develop lessons, work plans and the classroom environment
- To assess, feedback and record the achievements and progress of pupils through agreed monitoring systems
- To establish and maintain constructive relationships with parents/carers by:
  - supporting their role in pupils' learning
  - providing constructive feedback on pupils progress and achievements
  - facilitating their support for their child's attendance
  - support home to school/community links
- To develop behaviour management strategies. To be proactive in managing behaviour and promote self-control, independence and integration
- To support pupil transitions and attend parents evenings as appropriate
- To accompany teachers and classes on educational visits
- To work with the class teacher to complete administration tasks and prepare displays

### Support for the School

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos/work/aims of the school
- To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
- To attend and participate in regular meetings, and in training and other activities as required
- To assist in the general care of the school environment
- To assist with children at the beginning and end of the day and in the playground as required
- To support the appraisal system for support staff
- Within an agreed system of supervision, to facilitate learning during short periods of teacher absence for planned meetings

### Support for the Curriculum

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- Within an agreed system of supervision, to deliver learning and teaching activities and adjust these when necessary
- To be responsible for management of stock levels and for maintenance / quality /safety of specialist equipment
- To use and prepare specialist equipment, plans and resources necessary to support learning activities, taking into account pupil's interests, language and cultural backgrounds
- To assist with the development of Literacy, Numeracy and IT skills and to support their use in learning activities
- To undertake broadly similar duties commensurate with the level of the post as required by the senior leadership team

### Support at lunchtime

- To supervise pupils during the midday break in the dining hall, about the school premises and in the play areas
- To assist and direct pupils in the dining hall and other areas of the school
- To deal with behaviour in line with the school behaviour policy and refer any concerns to the senior supervisor if necessary
- To report concerns about pupil welfare/conduct to the senior supervisor and teachers as appropriate
- To engage children in activities in the playground which encourage sharing, harmony and cooperation