

**Learning Support Assistant**



Responsible to: Mrs Nicola Davenport, Headteacher

**Main purpose of job:**

Learning Support Assistants are members of a whole school team who relate well to both children and colleagues. They should have a readiness to learn, show initiative, flexibility and accept direction as necessary. They will support and reinforce the ethos, principles, code of behaviour and disciplines in the school by action and example.

They work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teachers in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

**All information acquired during the job is strictly confidential.**

**Duties and Responsibilities**

**Support for pupils:**

- Supervise and provide particular support for pupils for a range of needs, including those with learning challenges and disabilities, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education / Behaviour Plans and Personal Care Programmes.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in learning activities.
- Set challenging and demanding expectations and promote self esteem and independence.

**Support for teachers:**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning targets.
- Support with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.



**JOB DESCRIPTION**

**Learning Support Assistant**

- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Administer routine tests, invigilate exams and undertake routine marking of pupils' work.
- Provide clerical/admin support e.g. photocopying, typing, filing, data input etc.

**Support for curriculum:**

- Undertake structured and agreed learning activities/teaching programmes adjusting activities according to pupils' responses and needs.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, Key Stage 2, recording achievement and progress and feeding back to the teacher.
- Support the use of IT in learning activities and develop pupils' confidence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lessons plans/relevant learning activity and assist pupils in their use.

**Support for the school:**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support differences, and ensure all pupils have equal access and opportunities to learn and develop.
- Contribute positively to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, when necessary.
- Accompany teaching staff and pupils on visits, trips and out of school activities, as required and take responsibility for a group under the supervision of the teacher.