



## LEARNING SUPPORT ASSISTANT JOB DESCRIPTION

<b>Job Title:</b>	<b>Learning Support Assistant</b>
<b>Grade:</b>	<b>TA2 spinal point 3 – 5</b>
<b>Responsible to:</b>	<b>SENCO/Headteacher</b>
<b>Key Relationships:</b>	<b>To support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.</b>
<b>Level of Disclosure:</b>	<b>Enhanced</b>

### **Job Purpose :**

To 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 teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

## **SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:**

### **Support For The Pupil**

- Establish good working relationships with pupil(s), acting as a role model
- Be aware of and respond appropriately to individual pupil(s) needs ensuring effective interaction
- Provide specific support to pupil(s) dependant upon their individual needs ensuring their safety whilst supporting access to learning activities
- Promote inclusion and acceptance of all pupils
- Encourage pupil(s) to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence
- Provide feedback to pupil(s) in relation to progress and achievement under the guidance and direction of the teacher.

### **Support For The Teacher**

- Provide minimal clerical/administration support (e.g. photocopying, typing filing, collecting money etc.)
- Assist with the display of children's work.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- In liaison with the teacher, utilise strategies to support pupils in achieving learning goals.
- Report pupil achievements, progress and issues as appropriate in agreed format
- Undertake pupil record keeping as requested.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
- Establish constructive relationships with parents /carers (with care not to be over involved) whilst retaining a professional distance.

### **Support For The Curriculum**

- Support the delivery of structured and agreed learning activities/learning programmes,taking into consideration pupil(s) learning styles.
- Support the delivery of literacy / numeracy and other programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

### **Support for the School**

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the relevant policy).
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the school ethos, aims and development/improvement plan.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities as required.
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours or break times
- Accompany teaching staff and pupil(s) on visits, trips and out of school activities as required.
- The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.