**MILVERTON COMMUNITY PRIMARY SCHOOL AND PRE-SCHOOL**

**JOB DESCRIPTION – LEARNING SUPPORT ASSISTANT – OCTOBER 2024**

**POST:** Learning Support Assistant

**RESPONSIBLE TO:** Class Teacher and Headteacher

1. **MAIN PURPOSE OF JOB:** To assist in promoting the learning and personal development of the pupils to whom you are assigned, to enable them to make best use of the educational opportunities available to them. To work under the instruction and guidance of teaching/senior staff to undertake work/care/support programmes to enable pupils to progress in their learning and to engage fully with school life. To assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom, in another room within the school or in the school grounds. To uphold our school values ‘We Care, We Aspire, We Belong’ in all circumstances.

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**Duties and Responsibilities to include:**

**Support for Pupils**

1. To promote the inclusion of the pupil with SEND, encouraging them to adopt the school values of ‘We Care, We Aspire, We Belong’.
2. To aid the pupils to learn as effectively as possible in whole class, small group and in one-to-one situations.
3. To use positive encouragement and a supportive approach at all times to reinforce and sustain pupils’ efforts and to develop self-reliance and self-esteem.
4. Assist with the development, implementation and review of Education Support/Positive Behaviour Plans and Personal Care programmes, promoting and reinforcing pupils’ self-esteem along with appropriate behaviours and levels of effort.
5. Establish constructive relationships with pupils and engage with them according to individual needs, motivating and encouraging pupils to concentrate and to fulfil tasks.
6. Promote the equal inclusion of all pupils.
7. Encourage pupils to interact with others and engage in activities led by the teacher.
8. Set challenging and demanding expectations and promote self-esteem and independence.
9. Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
10. Think creatively to help pupils make good progress and experience success.

**Support for the Teacher**

1. Create and maintain a safe, purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils’ work.
2. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
3. Assist with the planning of learning activities, helping to make necessary adaptations and adjustments to ensure the children can access and engage with the learning
4. Monitor pupils’ responses to learning activities and accurately record achievement/progress as directed.
5. Provide detailed and regular feedback to teachers on pupils’ achievements, progress, and barriers to learning, and offer possible solutions.
6. 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.
7. Establish constructive relationships with parents/carers.
8. Administer routine tests and invigilate exams and undertake routine marking of pupils’ work.
9. Provide admin support e.g. photocopying, filing, making phone calls, preparing and administering learning materials as required.
10. Maintain a flexible and pro-active approach – schools are dynamic environments and things change very quickly!

**Support for the Curriculum**

1. Undertake structured and agreed learning activities/teaching programmes, adjusting and adapting activities according to pupil responses and needs.
2. Support the use of ICT in learning activities and develop pupils’ competence and independence in its use.
3. Store, 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**

1. Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns in the appropriate way.
2. Stay up to date with school communications via the electronic diary and school emails.
3. Be aware of and support equality of access to opportunities to learn and develop.
4. Represent the school positively within the wider community, supporting and contributing to the overall ethos, work and aims of the school.
5. Appreciate and support the role of other professionals and colleagues and be aware of how this role impacts on them.
6. Be a pro-active member of staff, looking out for ways of improving teaching, learning and the school environment.
7. Attend and participate in relevant meetings as required.
8. Participate in training and other learning activities, and performance development as required.
9. Assist with the supervision of pupils out of lesson times as directed, including before and after school and at lunchtime.
10. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the direction of the teacher.

Please be aware that no job description can be an exhaustive list of all the activities the post holder will be required to undertake, and that further duties may be required in accordance with direction from the Head Teacher. This job description will be reviewed at the request of either the post holder or the Head Teacher.