

Learning Support Assistant

The Role: To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and School policies and procedures.

Key Tasks and Responsibilities: Promoting learning

- Working with individuals or small groups of children under the direction of teaching staff implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to pupils' responses as appropriate.
- To follow guidance from the class teacher to ensure a clear and consistent learning approach and environment.
- To work alongside the class teacher to deliver learning which supports the academic progress and achievement of all learners, through focused group learning, as directed by the class teacher.
- Support pupils with activities which support literacy and numeracy skills or other key areas identified.
- To carry out interventions which are recorded and evidenced in line with school procedures.
- Promote positive pupil behaviour in line with School policies and help keep pupils on task.
- Interact with, and support pupils, according to individual needs and skills.
- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
- Monitor and record pupil activities as appropriate writing records and reports as required.
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
- To build and maintain positive and constructive working relationships with pupils, families, multi-agencies, professionals and colleagues, to maximise pupils' development and maintain the overall ethos and vision of the school.
- Assist with the development and implementation of individualised programs, e.g. Education & Health Care Plan (EHCP).
- Liaise with other staff and provide information about pupils as appropriate.
- To supervise pupils for limited and specified periods including break-times when the post-holder should facilitate games and activities.
- To assist with escorting pupils on educational visits.
- The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Key Tasks and Responsibilities: Teacher Support

To support learning by arranging/providing resources for lessons/activities under the direction of the teacher.

- To ensure that the classrooms and the wider school represent a purposeful, safe and engaging learning environment.
- To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid.
- To assist with the preparation, maintenance and control of stocks of materials and resources.
- To assist with the display and presentation of pupils' work.



Where there are classroom leadership responsibilities:

- At times, and as agreed by the Senior Leadership Team, be responsible for the delivery of learning without the class teacher being present, ensuring that high levels of behaviour and engagement are upheld and that outcomes reflect pupil's best performance.

Personal and professional conduct:

- Establish positive relationships with pupils.
- To adhere to all School policies and procedures.
- Attend relevant training and take responsibility for own development
- To actively engage in training sessions, meetings and other directed tasks, to support the school's priorities and to ensure to secure their own professional development.
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

Safeguarding:

- To adhere to and ensure compliance with the School's Child Protection Policy Statement at all times.
- Know and follow the school's safeguarding and child protection procedures
- Attend regular safeguarding training in-line with the school's training programme.
- Make and participate in concerns relevant to them, following actions and adding additional information using the school's reporting programme.
- Comply with health and safety requirements and specifically will take reasonable care of him/herself and other persons who may be affected by his/her acts or omissions at work including undertaking risk assessments where appropriate.

Safeguarding is everyone's responsibility

Signed Post Holder: Signed Headteacher: Date: