** FAGLEY PRIMARY SCHOOL**

**JOB DESCRIPTION**

**Job Title:** **Learning Support Assistant**

**Name:**

**SUMMARY OF MAIN DUTIES / RESPONSIBILITIES**

**Job Purpose:**

To work with the class teacher and other school professionals to address the needs of children in order to achieve their full potential.

**Main Duties / Responsibilities**

**SUPPORT FOR CHILDREN**

* Provide care and support inside and outside the classroom for children during the school day:
  + form a close, caring and purposeful relationship with key worker children
  + monitor pupils’ responses to learning and accurately record achievement and progress as directed
* Withdraw identified children from some classes and work with them on either a one-to-one basis or in a small groups to support their learning and to develop literacy, numeracy and social skills
* Assist childrens’ language development with appropriate support for reading, writing, speaking, asking and listening
* Work with children in small groups to develop language skills and literacy levels inside and outside the classroom environment
* Support individual children through assessments and tests, in line with the school and national procedures and as agreed with examining bodies
* Assist with the children’s personal, behavioural and social development through appropriate guidance and advice within the context of the teacher’s overriding responsibility for behaviour management in the classroom. Take a constructive role in preventing/minimising the effects of emotional and behavioural incidents
* Accompany children with specific difficulties on trips or visits

**SUPPORT FOR THE TEACHER**

* Work with the teacher to establish an appropriate learning environment for all children
* In collaboration with class teachers, support lesson planning, the assessment and reporting of the development of children
* Assist staff in the acquisition and preparation of resources which will facilitate wider inclusion for all children
* Promote positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their own behaviour

**SUPPORT FOR THE CURRICULUM**

* Work with class teachers to plan a differentiated curriculum:
  + support childrens’ learning in consultation with teachers during lessons
  + prepare materials to assist the teaching of children with the support and guidance of the class teachers to ensure differentiated material is available for all students
  + assist with the planning of learning activities and administer routine tests;
* Support the school in evaluating their inclusive practice for children

**SUPPORT FOR THE SCHOOL**

* Be aware of and comply with school polices relating to child protection, health and safety, confidentiality and data protection
* Be aware of and support difference, and ensure all SEN students have equal access to opportunities to learn and develop
* Establish constructive relationships and communicate sensitively and effectively with other professionals, teachers, parents/carers SEN Co-ordinator to support the achievement and progress of children

**ADMINISTRATION**

* Support the implementation of IEP’s and support plans
* Monitor and report on the implementation of all IEP’s and support plans to assist with record keeping
* Support the assessment procedures for all children entering the school

**RESOURCES**

* Determine the need for, prepare and maintain general and specialist equipment and resources
* Help children access specialist learning resources as required
* Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students

Signed ……………………………………………………………… Learning Support Assistant Date ……………………………

Signed ……………………………………………………………… Headteacher Date ……………………………

Signed ……………………………………………………………… Deputy Headteacher Date ……………………………