



Job Description

Post Title:	Learning Support Assistant
Pay / Scale:	Band 4, Points 3 - 4
Post Status:	Permanent
Disclosure level:	Enhanced
Responsible to:	Head of School

Main Purpose

To complement, appreciate and support the role of teachers and other professionals by undertaking work/care/support programs which enables access to learning in the community as part of a teacher planned approach.

To support the class teacher in the management of pupils in the classroom, and other senior staff on a range of teaching and learning experiences which deliver an appropriately differentiated and suitably challenging creative curriculum for all pupils whilst meeting statutory requirements.

Main Responsibilities

Assist in the management of pupils in the learning environment.

Assist in the planning of learning activities.

Will administer routine tests, invigilate exams and undertake routine marking of pupils' work.

Undertake structured and agreed learning activities/teaching programmes appropriate to the pupil's needs to ensure physical, social, emotional and intellectual development, taking into account diversity e.g. language, culture, ability, race and religion.

Will supervise and support pupils consistently at all times including those with special needs, recognising and responding to their individual needs whilst ensuring their safety and education in the learning environment.

Assist with the development and implementation of Individual Education Plans and Personal Care Programmes; attending to the pupils' personal needs and maintaining related personal programmes with the correct use of care materials including the safety and wellbeing of the pupils, therapy and medical intervention needs of the pupil and first aid, paying attention to social, health, physical and welfare matters as well as high standards of cleanliness and hygiene e.g. washing, dressing, toileting, and, if applicable, mobility.

For posts working with pupils who are physically less able, it may be necessary to be able to physically assist the pupil in line with school policies and good practice.

Will occasionally be required to supervise the class for brief periods during a morning or afternoon session where the classroom teacher is not available.

Promote and reinforce the inclusion, acceptance and integration of all pupils, including those with specific and special needs and those from different cultures and/or with a different first language as appropriate.

Set challenging and demanding expectations whilst promoting self-esteem and encouraging pupils to act independently as appropriate as well as interact and work co-operatively with others and engage in activities led by the teacher.

Will prepare, create and maintain a purposeful, orderly and supportive learning environment to meet the lesson plans. Take responsibility for the care, preparation, maintenance and use of relevant equipment, assisting pupils in its use and clearing/storage afterwards.

Will be aware of pupil progress, monitor/record pupil responses against pre-determined learning objectives as well as provide accurate, constructive and detailed feedback/reports to the teacher and pupils.

Promote positive values, attitudes and good pupil behaviour and encourage pupils to take responsibility for their own actions whilst supporting the teacher in managing this. Deal promptly with conflict and incidents (including those involving restraint) and reporting challenging behaviour where appropriate in line with established policy.

Will gather/report information from/to parents/carers as directed, taking into account parental/carer concerns, dealing with them sensitively under the direction of the teacher.

Will provide clerical/administrative support as directed by the teacher.

In respect of local and national learning strategies, will support pupils to achieve learning goals e.g. literacy, numeracy, KS3, early years as directed by the teacher.

Will support pupils in the use of ICT in learning activities as directed by the teacher and develop pupils' competence and independence in its use.

Will participate in own performance development, identify and address any training needs/other learning activities.

Will assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, accompanying teaching staff and pupils on visits, trips and out of school activities, taking responsibility for a group under the supervision of the teacher.

Will assist in the supervision of students on work experience, trainees and voluntary helpers.