

SUNNYMEDE JUNIOR SCHOOL

JOB DESCRIPTION

Job Title:	Learning Support Assistant
Responsible To:	Headteacher
Line Manager:	Inclusion Manager
Main Purpose of Job:	To work in partnership with class teachers to support learning in line with the National Curriculum, codes of practice and school policies and procedures. To support named pupils with Special Educational Needs and Disabilities (SEND) or English as an Additional Language (EAL) To deliver small group intervention work

Main Duties:

- To work alongside pupils and teachers to promote individual pupils' learning and well-being
- To work as a key part of a team and take responsibility for the progress of individual pupils
- To ensure, in consultation with class teachers, that pupils have full access to the curriculum
- To ensure pupils are fully included in all aspects of school life
- To assist in the development, implementation and review of pupils' One Plans, EHCPs, Consistent Management Plans and other recommendations from Specialist Teachers and Inclusion Manager
- With the class teachers and Inclusion Manager, ensure that other members of staff are aware of individual pupils' needs
- To carry out any duties reasonably requested by the Headteacher, the Deputy head, senior manager or class teacher

General Duties:

- To work with individuals or small groups of pupils under the direction of teaching staff
- To establish positive relationships with all pupils
- To implement planned learning activities/teaching programmes as agreed with the class teacher/inclusion manager, adjusting activities according to pupils' responses as appropriate
- To support pupils with activities, in particular those which support English and maths skills, assisting them to become independent learners
- To support the use of ICT in the classroom and develop pupils' competence and independence in its use
- To promote positive pupil behaviour in line with school policies and help keep pupils on task
- To interact with, and support pupils, according to individual needs and skills, with regard to SEND, gifted and talented pupils, Pupil Premium pupils, looked after children and EAL pupils
- To promote the inclusion and acceptance of pupils with SEND within the classroom, ensuring access to lessons and their content, through appropriate clarification, explanation and resources
- To be aware of and support pupil differences and ensure all pupils have equal access to learn and develop
- To participate in planning and evaluation of learning activities with the teacher/inclusion manager, providing feedback to the teacher on pupil progress and behaviour
- To monitor and record pupil activities as appropriate, writing accurate records and reports as required

- To provide feedback to pupils in relation to attainment and progress under the guidance of the class teacher
- To support learning by arranging/providing resources for lessons/activities under the direction of the class teacher
- To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid
- To assist with the preparation and maintenance of resources
- To assist with the development and implementation of One Plans and individual provision maps
- To liaise with other staff and provide information about pupils as appropriate
- To communicate and co-operate with other agencies to support educational development / general progress and well-being of individual pupils and to participate in relevant meetings arranged for any purposes described above, as requested, including review meetings
- To assist with the display and presentation of pupils' work
- To carry out a playground duty as part of the rota and report any concerns to the Deputy head or Headteacher
- To assist with escorting pupils on educational visits
- To contribute to and support the overall ethos/work/aims of the school
- To comply with all school policies and procedures, particularly those relating to health and safety, confidentiality, pupils' well-being, child protection and behaviour, reporting concerns to the Deputy head or Headteacher
- To attend relevant training and take responsibility for own development
- To attend relevant school meetings as requested by the Headteacher
- To respect confidentiality at all times
- Any other duties required by the Headteacher and which are commensurate with skills and grade

The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment