



## **Job Description**

**Name:**

**Title of Post:** Learning Support Assistant

**Responsible to:** Headteacher/Class Teacher, SENCO

**Liaison with:** Teaching staff, support staff, Headteacher, Pupils

**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

**Principal  
Accountabilities:**

- 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

**Duties:**

- Establish positive relationships with pupils
- Support pupils with activities which promote literacy and numeracy skills
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- 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 support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- 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
- Assist with the development and implementation of Education Health Care Plans (EHCP) and Individual Support Plans (ISP)
- Liaise with other staff and provide information about pupils, as appropriate
- To assist with the display and presentation of pupils' work
- To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities
- To assist with escorting pupils on educational visits

**Lunch Time:**

- To maintain the safety, welfare and good conduct of the pupils during the midday break
- To assist children in selecting their meal and sitting in an appropriate place in the dining hall, or classroom for sandwiches
- To assist children with eating their meal, if applicable
- To clear tables when meals are finished and clear up any associated spillages
- To enforce the necessary sanctions for maintaining good order
- To administer basic first aid, as required
- To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed
- To provide pastoral care, guidance and routine advice to pupils, as appropriate
- Where necessary and appropriate, to lead games and activities with the children
- To alert a senior member of staff with any concerns regarding an individual child or group of children

**General:**

- To understand and apply school policies in relation to health, safety and welfare
- To attend relevant training and take responsibility for own development
- Attend relevant school meetings, as required
- 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
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

The duties of the post may be changed and/or varied (following consultation) to meet the needs of the Headteacher and school.

This job description does not form part of the contract of employment. It describes the way the post holder is expected to perform and complete the duties set out above.

This job description will be reviewed annually.