

**JOB DESCRIPTION****SEPTEMBER 2019****JOB TITLE:**

Learning Support Assistant

**DAYS/HOURS PER WEEK:**

5 days per week (6 hours per day)

**WEEKS PER YEAR:**

Term time - 39 wks per yr + holiday entitlement (4 or 5 wks annual leave + 2 wks statutory holiday)

**RESPONSIBLE TO:**

Headteacher

**LIAISON WITH:**

Headteacher, Assistant Head, HOL, Teachers

**MAIN PURPOSE OF JOB:**

To work under the instruction and guidance of teaching and senior staff to undertake work, care and support programmes, to enable access to learning for students and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area.

**PRINCIPLE DUTIES AND RESPONSIBILITIES****1 SUPPORT FOR STUDENTS**

- Supervise and provide particular support for students:
  - Meet the students' physical needs particularly in relation to hygiene, toileting, feeding and dressing according to the needs of each student using such equipment as required, eg hoisting
  - Look after sick/upset students and attend to their needs
  - Support students with their mobility
- Assist with the development and implementation of Individual Education/Positive Behaviour Plans and Personal Care programmes
- Liaise, advise and consult with therapists to support the student
- Undertake a range of tasks to support learning, eg listening to reading, supporting craft activities, supporting literacy, communication, numeracy
- Work with students, either 1:1 or in small groups, making use of specialist skills as appropriate, eg sensory room, ICT, food technology.
- Assist with swimming both in the pool and pool side.
- Accompany students on trips away from school as agreed with the teacher
- Support students who are involved in inclusion schemes within other educational or work place providers
- Undertake basic first aid and administer medication through prior agreement in accordance with LA guidance
- Establish constructive relationships with students and interact with them according to individual needs
- Promote the inclusion and acceptance of all students

- Encourage students to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to students in relation to progress and achievement under guidance of the teacher

## 2 SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work
- Use strategies, in liaison with the teacher, to support students to achieve learning goals
- Assist with the planning & assessment of learning activities
- Monitor students' responses to learning activities and accurately record achievement/ progress as directed
- Provide detailed and regular feedback to teachers on students' achievement, progress and problems
- Promote and model good standards student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of students' work, if appropriate to do so
- Provide clerical/administrative support, eg photocopying, typing, filing, money, administer coursework, if appropriate to do so.

## 3 SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses
- Undertake programmes linked to local and national learning strategies, eg literacy, numeracy, recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use
- Undertake tasks to support the curriculum and assist with events organised as part of the curriculum

## 4 SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtime
- Assist in community based learning activities, including promoting independence and social behaviour in public places
- Attend relevant IN-Service training and contribute where appropriate to do so.
- Such other duties at the discretion of the Headteacher, SLT and teachers to meet the changing needs of students and the circumstances of the school, commensurate with the grade for the post.

**Signed:** .....

**Date:**.....