

## **Job Description**

**Job Title:** Learning Support Assistant  
**Contract:** 31.25 hours per week, term time (39 weeks per year)  
**Responsible to:** Deputy Headteacher / SENCo

### **Job Purpose**

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 and/or SENCO
- Implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to students' responses as appropriate

### **Duties**

- Establish positive relationships with students supported
- Support students with activities which support literacy and numeracy skills
- Support the use of ICT in the classroom and develop students' competence and independence in its use
- Promote positive pupil behaviour in line with school policies and help keep students on task
- Interact with, and support students, 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 student progress and behaviour
- Monitor and record student activities as appropriate writing records and reports as required
- Provide feedback to students 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 students' 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 IEPs
- Liaise with other staff and provide information about students as appropriate
- To assist with the display and presentation of students' work
- To supervise students for limited and specified periods including break-times
- To assist with escorting students on educational visits
- Carry out all duties as may be reasonably required by the Head of School, CEO and Local Governing Body
- The post holder may be required to work in any GLC Academy as reasonably required by the Head of School, CEO and Local Governing Body

## **General**

- To understand and apply school policies in relation to health, safety and welfare
- 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 above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.