

Glenwood School Job Description Learning Support Assistant

Job Title	Learning Assistant (Special)
Grade	Scale 4
Reports to	Headteacher, Deputy Headteacher, Class Teacher
Liaison with	Teaching staff, support staff, Headteacher, learners, parents/carers
Job Purpose	To work in partnership with class teachers to support learners' with severe needs and to support their learning in line with the national curriculum, codes of practice and school policies and procedures.
Principal Accountabilities	Working with individuals or small groups of learners under the direction of teaching staff Provide skilled support to learners with severe learning, behavioural, communication, social, sensory and or physical difficulties.
Duties	<ul style="list-style-type: none"> • Understand specific learning needs and styles and provide differentiated support to learners individually and within a group • Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to learners' responses as appropriate • Establish positive relationships with learners • Provide feedback to learners in relation to attainment and progress under the guidance of the teacher • Support the use of ICT in the classroom and develop learners' competence and independence in its use • To attend to learners' personal needs including help with social, welfare, care and health matters, including all aspects of personal care, mobility etc. • Carry out specific additional care tasks for individual learners only at the direction of a suitably qualified member of staff and once full training has been given • Promote positive pupil behaviour in line with school policies and help keep learners on task • Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required • Assist with the development and implementation of IEPs • Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher • Assist the teacher and other staff in the implementation

	<p>of personal and social support strategies</p> <ul style="list-style-type: none"> • To support learning by selecting appropriate resources/methods to facilitate agreed learning activities • Take an active role in the preparation, maintenance and control of stocks of materials and resources • To operate, and as appropriate maintain specialist equipment • Liaise with staff and other relevant professionals and provide information about learners as appropriate • To assist with the display and presentation of learners' work • To supervise learners for limited and specified periods including leisure-times when the postholder should facilitate games and activities • To assist with escorting learners on educational visits • To physically assist learners during activities e.g. swimming, PE.
General	<ul style="list-style-type: none"> • 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. <p>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.</p>

The duties may be varied to meet the changing needs of the school at the reasonable discretion of the headteacher.

This job description does not form part of the contract of employment. It describes some of the ways the postholder is expected and required to perform and complete the particular duties as set out above.

Name

Signed

