



JOB SPECIFICATION

Title of Post:	Learning Support Assistant (General)
Responsible to:	SENCo, Class Teacher, SEN Manager
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 provide support to students in a variety of curriculum area across the school. To support students with severe learning, behavioural, communication, social, sensory or physical difficulties

Duties and Responsibilities

- Provide particular and skilled support to students with learning, behavioural, communication, social, sensory or physical difficulties
- Provide particular and skilled support to all students in a particular learning area (e.g. ICT, National Curriculum subject)
- Take an active role in the preparation, maintenance and control of stocks of materials and resources
- Working with individuals or groups of children to contribute to their academic progress
- Understand specific learning needs and styles and provide differentiated support to students individually and within a group
- Provide support and invigilation for students in examinations when required
- Support the implementation of planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to students' responses as appropriate
- Establish positive relationships with students supported
- Provide feedback to students in relation to attainment and progress under the guidance of the teacher
- Support students with activities which support literacy and numeracy skills
- Support the use of ICT in the classroom and develop student's competence and independence in its use
- 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
- Promote positive student behaviour in line with school policies and help keep students on task

- Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required.
- Monitor and record student responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher
- To support learning by selecting appropriate resources/methods to facilitate agreed learning activities
- To attend to students' personal needs including help with social, welfare, physical and health matters, including minor first aid.
- Liaise with staff and other relevant professionals and provide information about students as appropriate
- To supervise students for limited and specified periods including break-times when the postholder should facilitate games and activities
- To assist with escorting students on educational visits
- 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

