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| Title of Post: Learning Support Assistant Salary: - (Band 2 to Midpoint 3 – 5)  **Responsible to:** Headteacher/Assistant Headteacher/Class Teacher/Inclusion Lead  **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  **Example duties and responsibilities**   * Working with individuals or small groups of children under the direction of teaching staff * Establish positive relationships with pupils supported * Implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to pupils' responses as appropriate * Support pupils with activities which support 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 IEPs * 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 * 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 |