



## LEARNING SUPPORT ASSISTANT

**Reports to:** Head of Supportive Education  
Deputy Headteacher  
Headteacher

**Liaison with:** Staff, students and parents and external agencies

<b>Job Purpose</b>	To work in partnership with teaching staff, senior staff, the head of supportive education and external agencies to provide support to students across the school with learning, behavioural, communication, social, sensory or physical needs, ensuring learning needs are met in line with the school policies and procedures.
<b>Principle Accountabilities</b>	Provide skilled support to students with severe learning, communication, social, sensory or physical difficulties
<b>Duties</b>	<ul style="list-style-type: none"><li>• Implement planned learning activities/teaching programmes as agreed with the teacher/SENCO, adjusting activities according to students' responses as appropriate</li><li>• Establish positive relationships with supported students</li><li>• Support students with activities which develop literacy and numeracy skills</li><li>• Understand specific learning needs and styles and provide differentiated support to students individually and within a group</li><li>• Provide feedback to students in relation to attainment and progress under the guidance of the teacher</li><li>• Promote positive pupil behaviour in line with school policies and help keep students on task</li><li>• Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required</li><li>• Supervise students for limited and specified periods including break-times</li><li>• Assist with the development and implementation of EHC plan</li><li>• Assist the teacher and other staff in the implementation of care programmes</li><li>• Liaise with staff and other relevant professionals and provide information about students as appropriate</li><li>• Attend to students' personal needs as required, including help with social, welfare, care and health matters, including toileting, dressing, feeding, mobility etc.</li><li>• Carry out specific additional care tasks as required for individual students only at the direction of a suitably qualified member of staff and once full training has been given</li><li>• Physically assist students as required during practical activities e.g. PE</li><li>• Assist with escorting students on educational visits</li><li>• Take an active role in the preparation, maintenance and control of personal care equipment</li><li>• Be available for occasional cover for lessons</li><li>• Deliver small group intervention lessons as required</li><li>• Be the named key worker for identified pupils on the needs register</li><li>• As part of the key worker role, create, produce and maintain one plans (passports).</li><li>• Utilise staff feedback to review and update pupil one plans three times per</li></ul>

	<p>year</p> <ul style="list-style-type: none"> <li>• Be the named person or contact for the parents of allocated students on the needs register and engage with parents with one plan reviews.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Understand and apply school policies in relation to health, safety and welfare</li> <li>• Attend relevant training and take responsibility for own development</li> <li>• Attend relevant school meetings as required</li> <li>• Respect confidentiality at all times</li> <li>• Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• Comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the</li> </ul> <p>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> <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>

**PERSON SPECIFICATION**  
**Learning support assistant**

General heading	Detail	Examples
<b>Qualifications and Experience</b>	Literacy	Excellent reading and writing skills
	Numeracy	Ability to undertake basic and complex calculations
	Technology	Ability to use a range of Microsoft applications and IT systems
<b>Communication</b>	Written	Ability to complete forms, letters and reports
	Verbal	Ability to exchange routine and complex verbal information clearly with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
<b>Working with children</b>	Behaviour management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Health and wellbeing	Understand the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Understand the role of others working in the school and that of external agencies
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families, carers and other adults
	Team work	Ability to work effectively with other adults in the school
	Information	Ability to provide timely and accurate information
<b>Responsibilities</b>	Organisational skills	Excellent organisational skills
	Time management	Ability to manage own time effectively, be self motivated and disciplined in approach to tasks
<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health and safety	Basic understanding of health and safety
	Child protection	Understand and implement child protection procedures
	Confidentiality/data protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role