

ELMSTEAD PRIMARY SCHOOL,
ELMCROFT,
HOLLY WAY,
ELMSTEAD MARKET,
ESSEX.

Job Description

Name:

Title of Post: Learning Support Assistant

Directly Responsible to: Class Teacher

Line Manager: SENCo

Purpose of the 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 individual 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 English and Maths skills.
- Support the use of computing 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, expansion 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 and intimate care needs.
- To assist with the preparation, maintenance and control of stocks of materials and resources.
- Assist with the development and implementation of EHCPs.
- 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 equality, 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 undertake emergency cover supervision.
- To read and understand 'Keeping Children Safe in Education' Part 1 and follow the school's safeguarding procedures.

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

Signed:

Date: