

Job Description

Post Title: Learning Support Assistant

Responsible To: SENCO, Senior LSA

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. To provide support to pupils in a particular curriculum area across the school or support pupils with severe learning, behavioural, communication, social, sensory or physical difficulties.

- Take an active role in the preparation, maintenance and control of stocks of materials and resources
- Working with individuals or small groups of children under the direction of teaching staff
- Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Establish positive relationships with pupils supported
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- 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
- To be involved in planning, organising and implementing IEPs, including attendance at, and contribution to, reviews
- 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 pupil behaviour in line with school policies and help keep pupils on task
- Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher
- Support learning by selecting appropriate resources/methods to facilitate agreed learning activities
- Attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid.

- Liaise with staff and other relevant professionals 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 administer first aid and medicine to pupils as required, in keeping with the school's policies. This may include the administration of medicines or medical support for conditions such as diabetes, epilepsy and epipen (injections) and any other life threatening medical conditions a child may have.
- To use relevant strategies as approved by the school to ensure safety of staff and pupils in difficult situations.
- To attend Team-Teach training.
- To attend the relevant competency training in order to administer any life-threatening medicine, as and when the need arises.
- To assist with escorting pupils on educational visits
- Attend relevant school meetings as required
- To respect confidentiality at all times

General

- To undertake any training commensurate with the post.
- All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.
- To be responsible for safeguarding and promoting the welfare of children and young persons for whom the post holder is responsible, or comes into contact with.
- Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

Signed:

Date: