

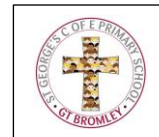
JOB DESCRIPTION

Job Title:	Learning Support Assistant
Grade:	Scale 2 (points 2 – 3)
Establishment:	St George's C of E Primary School
Responsible to:	Headteacher, Class Teacher, Inclusion Manager
Liaison with:	Headteacher, school staff, parents, outside support agencies
Purpose of job:	To work in partnership with the class teacher/SENCO/parents; to support teaching and learning in line with the national curriculum, codes of practice and school policies and procedures.
Principal Accountabilities:	Working with individuals or small groups of children under the direction of teaching staff. Implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to pupils' responses as appropriate.

Main Duties and Responsibilities;

- ♦ To participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
- ♦ Establish positive relationships with pupils.
- ♦ Be aware of and support pupil differences and ensure that all pupils have equal access to all school opportunities to learn and develop.
- ♦ 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.
- ♦ To provide intimate care when necessary.
- ♦ To use hoist and other specific equipment when required.
- ♦ To support at meal times.
- ♦ To support the class teacher in behaviour management and keeping children on task.
- ♦ To assist with escorting pupils on educational visits.
- ♦ To undertake child observations.
- ♦ To provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
- ♦ To provide reports and records under the direction of the class teacher.
- ♦ Communicate and co-operate with other agencies to support the educational, development/general progress and well-being of individual pupils and to participate in meetings arranged for any purposes described above, as requested including IEP meetings.
- ♦ To make use of resources to support learning by devising/initiating, as appropriate, games, resources and activities appropriate to the needs of the children.
- ♦ To act on teachers' assessments to carry out further support work with pupils.
- ♦ 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 assist with the display and presentation of pupils' work.

Learning for Life



- ◆ To assist with the welfare of pupils, e.g. changing clothes, minor accidents, sickness etc.
- ◆ Liaise with other staff and provide information about pupils as appropriate.
- ◆ Attend relevant school meetings as requested by the Headteacher.
- ◆ To attend relevant training and take responsibility for own development.
- ◆ Contribute to and support the overall ethos/work/aims of the school.
- ◆ Comply with all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Headteacher.
- ◆ To respect confidentiality at all times.

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:

Dated: