



King Edward VI Grammar School, Chelmsford

JOB DESCRIPTION

TITLE:	Learning Support Assistant
RECOMMENDED BAND:	4
PURPOSE OF JOB:	<p>To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.</p> <p>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.</p>
RESPONSIBLE TO:	Pastoral Deputy Headteacher, Class Teacher, SENDCo, Senior LSA

DUTIES & RESPONSIBILITIES:

Provide particular and skilled support to 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
- Support pupils with activities which support literacy and numeracy skills
- Support the use of ICT in the classroom
- 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

- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher
- To support learning by selecting appropriate resources/methods to facilitate agreed learning activities
- To attend to pupils' personal needs including help with social, welfare, physical and health matters, including minor first aid.
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- To assist with escorting pupils on educational visits

General:

- 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
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- 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.
- The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out the appropriate duties within the context of the job, skills and grade.