



CHELMER VALLEY HIGH SCHOOL
A Specialist Engineering and Leadership Academy



Engineering

Job Title	Learning Support Assistant
Grade	Scale 3 2020 (Band 2 midpoint 2019)
Reports to	Assistant SENCoS
Liaison with	Teaching staff, support staff, Assistant SENCo, SENCO, pupils,
Job Purpose	To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.
Principal Accountabilities	Working with individuals of small groups of children under the direction of teaching staff Support pupils with activities which support literacy and numeracy skills.
Duties	<ul style="list-style-type: none"> • Working with individuals or small groups of children under the direction of teaching staff • Establish positive relationships with students supported • Support students with activities which support literacy and numeracy skills • Support the use of ICT in the classroom and develop students' competence and independence in its use • Carry out planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to students' responses as appropriate • Promote positive student behaviour in line with school policies and help keep students on task • Interact with, and support students, according to individual needs and skills • Promote the inclusion and acceptance of students with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources • To participate in planning and evaluation of learning activities with the teacher where appropriate, providing feedback to the teacher on student progress and behaviour • Monitor and record student activities as appropriate, writing records and reports as required • To support learning by arranging/providing resources for lessons/activities under the direction of the

	<p>teacher</p> <ul style="list-style-type: none"> • Assist with the development and implementation of student provision plans. • To attend to students' personal needs including help with social, welfare, physical and health matters • Liaise with other staff and provide information about students as appropriate • To assist with escorting students on educational visits • 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 carry out lunch duties • To undertake exam invigilation as and when required • To respect confidentiality at all times <p>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.</p>
General	<p>(ii) 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.</p> <p>(iii) To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.</p> <p>(iv) To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</p> <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>