# Job Description

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| **Job Title** | Learning Support Assistant (part time, fixed term contract) |
| **Grade** | Scale 3 Point 5-6 |
| **Reports to** | Headteacher, Deputy Headteacher, Class Teacher, SENCO |
| **Liaison with** | Teaching staff, support staff, Headteacher, 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 a named individual under the direction of teaching staff.<br>• Working with groups of children as directed by the class teacher<br>• Implement planned learning activities / teaching programmes as agreed with the teacher adjusting activities according to pupils' responses as appropriate. |
| **Duties** | • Establish positive relationships with pupils supported.<br>• Support pupils with activities which support literacy and numeracy skills.<br>• Support the use of ICT in the classroom and develop pupils' competence and independence in its use.<br>• Promote positive pupil behaviour in line with school policies and help keep pupils on task.<br>• Interact with, and support pupils, according to individual needs and skills.<br>• 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.<br>• Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.<br>• Monitor and record pupil activities as appropriate writing records and reports as required.<br>• Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.<br>• To support learning by arranging / providing resources for lessons / activities under the direction of the teacher.<br>• To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid.<br>• To assist with the preparation, maintenance and control of stocks of materials and resources.<br>• Assist with the development and implementation if IEPs/EHCPs.<br>• Liaise with other staff and provide information about pupils as appropriate. |

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| **Duties** | • To assist with the display and presentation of pupils' work<br>• To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities.<br>• To assist with escorting pupils on educational visits. |
| **General** | • To understand and apply school policies in relation to health, safety and welfare.<br>• Attend relevant training and take responsibility for own development.<br>• Attend relevant school meetings as required.<br>• To respect confidentiality at all times.<br>• 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.<br>• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.<br>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.<br>• The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.<br>• The above list of responsibilities is not exhaustive and you may be required to undertake other responsibilities and training as requested by your Line Manager. |