



St. Mary's Prittlewell, Church of England Primary School

Learning Support Assistant Job Description

Post:	Learning Support Assistant
Reports to:	SENCo/ Inclusion Manager
Purpose of the Job	
<i>To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.</i>	
Specific Responsibilities	
<p>The main responsibilities of the post are:</p> <ul style="list-style-type: none">• Provide support to the class teacher in the delivery of planned whole class learning activities.• Work under the direct supervision of the class teacher to carry out planned learning activities with small groups or individual pupils (1:1), including those with Special Educational Needs, providing feedback on their engagement in activities and their achievement of the learning objectives.• Promote the inclusion and acceptance of all children, including those with SEN and/or SEMH needs, within the school, ensuring they have access to lessons through appropriate clarification, explanation, resources and support.• Interact with and respond positively to all pupils and adults.• Help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans and risk assessments.• Observe and provide feedback on pupil performance and behaviour, taking action as appropriate in line with relevant school policies.• Develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.• Prepare and utilise ICT resources to support pupils learning.• Prepare and support the use of learning materials and create visual displays, in accordance with the requirements of the teacher.• Encourage participation in structured and unstructured learning activities, including play (timetabled and during breaks if required).• Prepare, plan for and teach groups of children during enrichment sessions.• Attend and support on school trips.• Undertake break time and midday supervision duties.• Provide medical support (including first aid) to pupils as necessary (training will be provided).• Engage positively and actively in continuous professional development• Provide support for extended schools clubs (within contracted hours).	
The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head teacher to carry out appropriate duties within the context of the job and skills.	