SHOEBURYNESS HIGH SCHOOL

Job Description

Post Title: Learning Support Assistant

Responsible To: Headteacher/Class Teacher/SENCO/Assistant SENCO

Purpose of the Job:

To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.

Duties and Responsibilities:

- Working with individuals or small groups of children under the direction of teaching staff.
- Establish positive relationships with pupils supported.
- Support pupils with activities that support literacy and numeracy skills.
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use.
- Implement planned learning activities/teaching programmes/interventions as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
- Promote positive pupil behaviour in line with school policies and help keep pupils on task.
- 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 participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
- Provide feedback to pupils in relation to progress and achievement.
- To support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
- Assist with the development and implementation of EHCPs.
- To attend to pupils' personal needs including help with social, welfare, physical e.g. Hearing impairment etc. and other health matters.
- Liaise with other staff and provide information about pupils as appropriate.
- To assist with escorting pupils on educational visits/work placements.
- Mentoring activities
- Examination support as required (read/scribe)
- Attend relevant school meetings as required.
- To respect confidentiality at all times.

General

- To undertake any training commensurate with the post.
- All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.
- Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.
- To be responsible for safeguarding and promoting the welfare of children and young persons for whom the post holder is responsible, or comes into contact with.
- 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.

…… Postholder …….. date

…… Line Manager …….. date