



Job Outline

POST TITLE:	Learning Support Assistant
GRADE:	Grade 6
CONTRACTUAL ARRANGEMENTS:	-----
ACCOUNTABLE TO:	Headteacher

PURPOSE OF THE JOB

- To assist teachers in providing a learning environment that enables all children to access the curriculum and learn to the best of their ability
- To work with and support children with a variety of academic, physical and emotional/behavioural needs on a class, group or individual basis

KEY ACCOUNTABILITIES

1. To work with individuals or groups of children, as directed by the Headteacher and/or class teacher, to support subjects and learning across the whole curriculum. According to the requirements of the school, this may include the supervision of a classroom for periods of time. It may also include working on a 1:1 basis with children within the school's classrooms and/or at bedside;
2. To establish supportive, caring and secure relationships with the child/ children, promoting respect, self-esteem and a positive, inclusive whole school ethos;
3. To develop knowledge and understanding of specific academic, physical and emotional/behavioural needs of individuals and groups of children and respond to them effectively;
4. To assist the Headteacher and/or class teacher with the planning, development and delivery of suitable programmes of work for pupils (i.e. Individual Education Plans), including those with specific learning needs and/or an Education Health Care Plan;
5. To support class teachers to design, create and produce learning activities, materials and resources to support aspects of the curriculum or particular learning outcomes, and to assist and support the children in using them;
6. To help, support and motivate the children, clarifying instructions, encouraging independent learning and enabling learning targets and outcomes to be achieved;
7. To encourage and support good behaviour and to deal with unacceptable behaviour in accordance with school policies;
8. To contribute to monitoring and recording pupils' progress, maintaining records and providing relevant feedback to teachers;



9. To provide welfare support to the children, including administering First Aid (dependent on training) and attending to identified medical needs as required;
10. As directed by the Headteacher and/or Class Teacher, to liaise with parents and outside agencies such as home schools, where appropriate, in respect of individual children;
11. To assist with general school duties. These may include:
 - a. Setting up classrooms, preparing resources and displays and tidying and clearing away
 - b. Supervision of children during playtimes
 - c. Supervision of children entering and leaving school premises

Supporting the school

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

OTHER DUTIES

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

The postholder must:

- Ensure that trust policies and procedures are implemented and followed;
- Work as appropriate with the Trust Central Services team in matters relating to finance, HR, IT and Health and Safety