

ABBOTTS ANN C of E PRIMARY SCHOOL

JOB DESCRIPTION: Learning Support Assistant

Responsible to: The Headteacher

Criteria:

- To work with an individual or small groups of pupils
- To work alongside pupils with a range of abilities, supporting their learning and progress in school
- To help the class teacher implement appropriate behaviour management systems

As a Learning Support Assistant you will be expected to:

- support children individually, or within a group or classroom basis, as directed by the class teacher
- carry out specific activities planned by the class teacher or Special Educational Needs Co-ordinator (SENCo) to promote a child's learning
- be familiar with the class teacher's weekly/daily lesson plans
- keep records of observations and work completed with children
- liaise regularly with class teacher, SENCo and external agencies when necessary
- help with Individual Termly Targets (SEN) reviews by liaising with class teacher and/or SENCo
- attend and contribute to Annual Reviews as appropriate
- prepare and organise resources as required
- adapt the learning environment for specific learning needs
- support children's academic, social and emotional needs and encourage independence in all children
- attend to children's physical needs when appropriate (toileting and changing children if necessary)
- attend training in and out of school when required
- support teaching staff on playground duty
- support the positive ethos within school and the school behaviour policy
- be professionally discrete and able to respect confidentiality at all times
- carry out any other duties commensurate with the level of responsibility of the post