



Abbotts Ann Church of England Primary School

Celebrating achievement, building the future in God's love with **curiosity** in our minds,
compassion in our hearts and **courage** in our actions

Duck Street, Abbotts Ann, Andover, Hampshire, SP11 7FE

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Tel: 01264 710244

Headteacher: Mrs K Roach BA (Hons)

Learning Support Assistant Job Description

- To provide support for pupils including those with special needs throughout the duration of the lesson, either in groups or individually, as directed by the class teacher.
- To be prepared to attend training related to the post, in negotiation with the Headteacher.
- To prepare, maintain and use equipment/resources required to meet the lesson objectives.
- To take every opportunity to develop pupils' language, reading, numeracy and related skills as directed by the class teacher and others.
- To assist in monitoring and recording the progress of individual pupils in accordance with school procedures and reporting to class teachers.
- To give oral and written feedback to pupils on their attainment in order to promote further progress.
- To work with teachers to identify and respond appropriately to pupils' individual needs, assisting pupils in areas of specific difficulty.
- To assist the teacher in setting appropriate learning and behaviour expectations of pupils and supporting pupils appropriately to achieve these.
- To help promote and reinforce pupils' self-esteem, encouraging inclusion of pupils with special educational needs.
- To help create and maintain a purposeful, orderly and supportive environment for pupils' learning, ensuring that pupils are able to use equipment and materials provided.
- To help train pupils in the individual and collaborative study skills necessary for learning

- To work alongside other adults, including teachers, trainee teachers and other support staff
- To supervise pupils during breaks, if required.
- To always maintain confidentiality with regard to both supported pupils and the wider school.
- To produce and maintain displays, in consultation with the teacher.
- To accompany staff and children on school trips.
- To provide support to supply teachers, as appropriate.
- To carry out routine clerical tasks e.g. collecting trip money, distributing letters, and producing class lists.
- To help prepare rooms for school activities.
- To attend and participate in regular meetings.
- To participate in performance management, as required.
- To carry out other duties commensurate with the level of responsibility of the post.