



JOB DESCRIPTION

Title:	Learning Support Assistant
Grade:	C, Support Staff
Responsible to:	Headteacher
Purpose of the Job:	To provide help and support to children who have been identified as having special educational needs so that they may benefit from the experiences available to all pupils

Duties and Responsibilities

Supporting the Pupils

- Develop an understanding of the specific needs of the children/child.
- Take into account any special needs involved to aid the children/child to learn as effectively as possible both in group situations and individually by:
 - clarifying and explaining instructions
 - ensuring pupils are able to use equipment
 - motivating and encouraging as required
 - assisting in weak areas, e.g. language, behaviour, reading, spelling, handwriting/presentation, number
 - helping pupils to concentrate on and finish work; thus encouraging pupils towards independence
 - meeting physical needs as required, whilst encouraging independence
 - liaising with the class teacher
 - contributing towards the planning and delivery of complementary learning activities
- Establish a supportive relationship with the children/child
- Encourage acceptance and integration of any child with special needs
- Develop ways of promoting/reinforcing children's self-esteem
- Deliver appropriate special needs programmes

Supporting the Teacher

- See where help is needed, show initiative and act, sometimes without precise direction
- Be able to use a variety of resources with confidence
- Take part in the evaluation of activities
- Provide regular feedback about the children/child to the teacher
- Prepare activities, e.g. setting out equipment or materials
- Assist the class teacher in the mounting and display of children's work
- Assist in the smooth running of the classroom

Supporting the School

- Where appropriate, develop and foster links between home and school
- Liaise, advise and consult with other teaching and support staff when asked to do so
- Be aware of the school's procedures
- Assist the class teacher on school outings
- Be flexible and adaptable
- Attend meetings of the support staff team
- Assist with supervision of children at playtimes
- Be prepared to develop your own skills and abilities through appropriate INSET

Supporting learning during whole-class teaching

- Ensure curriculum access (eg by simplifying or translating the teacher's language; helping a pupil to formulate answers to questions; helping a pupil to use resources; scribing)
- Work with pupils who need support and give them focused help (eg reminding pupil of previously learnt strategies; encouraging use of correct language)
- Use images, pictures, tactile and practical resources to help pupil's understanding,
- Provide appropriate praise and encouragement
- Support pupils with behavioural difficulties (eg helping them to settle and involve them; helping to keep attention directed to the task)
- Observe individual pupils for assessment purposes,
- Monitor progress of class or individuals on behaviour and learning targets and feeding back to the classteacher, as appropriate.

Supporting learning in group and independent work

- Ensure access to the task (eg by scribing, helping pupils to use ICT, providing adapted resources)
- Reinforce the teaching in an earlier part of the lesson; giving time for more explanation and examples and for pupils to explain their thinking to others
- Support work on teacher-planned differentiated tasks
- Supervise the class while the teacher works with a particular group.

Supporting the learning of individuals

- Enable interaction between the pupil and his/her peers
- Use strategies to reduce the risk of over-dependency
- Use discretion when correcting the pupil
- Assist the pupil to reinforce the learning acquired during interventions.

General:

- Follow all school policies and procedures
- Appropriate dress code (no jeans/trainers/slogans)
- Carry out tasks requested by the Headteacher that are in line with the grade for the position.