



**Job description for
Learning Support Assistant (including 1-1 and General work)**

Responsible to: Class teacher or SENCO

Key Function: To assist in the support and inclusion of individual pupils with special educational needs and/or disabilities, and to support the teacher(s) across the school in the delivery of high quality education, as directed by the Head Teacher.

Responsibilities:

- To give your very best at all times to ensure pupil(s) in your care are given the highest care and educational provision.
- To ensure that the school's ethos is modelled by yourself.
- To assist with supporting pupils on their arrival and departures and with daily routines during school time.
- To assist teachers in the delivery of the National Curriculum.
- To work in individual and small group as required.
- To establish a supportive and trusting relationship with pupils.
- To motivate pupils, increase their independence and raise their self esteem.
- To respond to pupils needs by applying positive behaviour management skills, focussed on building strong relationships.
- To make formal and informal observations and assessments.
- To assist with the planning, implementation and evaluation of programmes to support pupils.
- To assist with administrative tasks, including the preparation of teaching materials and resources.
- To liaise with other staff to facilitate inclusion of the pupils.
- To respect the confidentiality of sensitive information received from colleagues, parents and pupils.
- To assist with the supervision of pupils during playtimes and lunchtimes.
- To be aware of school policies and procedures and support the school ethos.
- To carry out any duties appropriate to the level of responsibility of the post.
- To undertake any appropriate training, and implement this with the working environment.