**Ludlow Junior School**

**JOB DESCRIPTION**

**Learning Support Assistant**

Reports to: Class Teacher, Team Leader, SENCO

**MAIN PURPOSE OF THE JOB**

The Learning Support Assistant will be a member of a multi-disciplinary team, under the leadership and supervision of the teacher/senior staff: will work with individuals/groups/classes to teach and support pupils, including those with SEN; enable access to learning for pupils and assist the teacher in the management of pupils and the classroom; manage pupils in the wider school environment.

**SUMMARY OF RESPONSIBILITIES AND DUTIES**

SUPPORT FOR PUPILS

* Supervise and provide particular support for pupils, including those with complex needs, ensuring their safety and access to learning activities including but not limited to: challenging behaviour, medical needs and intimate care.
* Assist with the development and implementation of individual and group plans
* Establish constructive relationships with pupils and interact with them according to individual needs
* Promote the inclusion, independence and acceptance of all pupils
* Encourage pupils to interact positively/respectfully with others and engage in activities led by the teacher or other adults
* Set challenging and demanding expectations and promote self-esteem and independence
* Provide feedback to pupils in relation to progress and achievement including live marking of work
* Promote all aspects of child protection and safeguarding

SUPPORT FOR TEACHERS

* Create and maintain a purposeful, positive, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work to celebrate achievements
* Use strategies, in liaison with the teacher, to support pupils to achieve learning goals/targets
* Assist with the planning of learning activities and provide feedback
* Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
* Provide detailed and regular feedback to teachers on pupil’s achievement, progress, problems etc.
* Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
* Establish constructive and supportive relationships with parents/carers and pupils
* Administer routine tests and invigilate exams and undertake routine marking of pupils' work
* Provide clerical/admin support

SUPPORT FOR THE CURRICULUM

* Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
* Undertake literacy and numeracy programmes, wider curriculum programmes recording achievement and progress and feeding back to the teacher
* Support the use of ICT in learning activities and develop pupils' competence and independence in its use
* Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

SUPPORT FOR THE SCHOOL

* Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security and data protection, reporting all concerns to an appropriate person
* Know the DSL team and use CPOMS appropriately
* Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences/ professional distance as appropriate
* Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required
* Assist with the supervision of pupils out of lesson times, including before and after school as appropriate
* Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
* Help with preparation of resources and display when needed.

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the school's equal opportunities policies and statutory responsibilities.

**Ludlow Junior School**

**PERSON SPECIFICATION**

**Learning Support Assistant**

Please find below a list of **Essential Criteria** for the role of Learning Support Assistant:

EXPERIENCE

* Working with or caring for children of relevant age in a school setting or other experience supporting the development and progress/attainment of children

QUALIFICATIONS/TRAINING

* Good English and mathematics skills– level 2 or more (e.g. GCSE or equivalent Grade C or above in Maths and English)

KNOWLEDGE/SKILLS

* Knowledge of relevant polices/codes of practice and awareness of relevant legislation including child protection and safeguarding
* Ability to relate well to children and adults
* Work constructively as part of a team
* Basic understanding of child development and learning
* General understanding of national curriculum and other basic learning programmes
* Ability to work flexibly in a dynamic environment supporting a range of needs which could include elements of challenging behaviour.
* Effective use of ICT
* Ability to self-evaluate learning needs and actively seek learning opportunities
* Work to deadlines and understand priorities

Sign:………………………………… Print:……………………………………… Date:……………………..