

OTTERBOURNE CHURCH OF ENGLAND PRIMARY SCHOOL

JOB DESCRIPTION: LEARNING SUPPORT ASSISTANT

RESPONSIBLE TO: The Headteacher

**Principle Responsibilities:**

1. **General Duties**

*This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.*

1. Assist in the educational, emotional and social development of pupils, under the direction and guidance of the head teacher, SENDCo and class teachers.
2. Assist pupils with physical needs (including medical, welfare and personal care requirements)
3. Assist in the implementation of specific programmes for pupils and help monitor their progress.
4. Provide support for individual pupils and groups of pupils inside and outside the classroom to enable them to fully participate in activities.
5. Work with other professionals, such as speech therapists and occupational therapists, as necessary.
6. Assist class teachers with maintaining pupil records.
7. Support pupils with emotional or behavioural problems and help develop their social skills.
8. To contribute fully towards the realisation of the school’s stated vision and to actively promote the school’s values and aims. (as detailed on the school’s web site: -

[www.otterbourneprimaryschool.com](http://www.otterbourneprimaryschool.com))

1. **Administrative Duties**
2. Contribute to record-keeping and assessment practices.
3. Prepare and present displays of pupils’ work, in consultation with the class teacher
4. Undertake resource creation/preparation and/or maintenance in order to support teaching and learning.
5. Provide support to subject leaders in the form of resource organisation, maintenance, storage, replacement and other related activities.
6. **Safeguarding Children**

To act in the best interests of every child to ensure his/her safety and well-being at all times, taking full and thorough account of the school’s policies and agreed practices in respect of Child Protection, Safeguarding and Pupil Welfare.

1. **Standards and Quality Assurance**
2. Support the vision, values and aims of the school
3. Set a good example in terms of dress, attendance, punctuality and behaviour.
4. Attend team meetings and undertake training as offered by the school.
5. Be proactive in matters relating to health and safety.

**Expected Outcomes of Effective Learning Support**

Pupils who demonstrate:

* Excellent progress and appropriate high attainment within and throughout the Key Stages.
* Enthusiasm, engagement and motivation in their learning, in a variety of contexts and situations.
* High standards of behaviour.
* Respect for themselves and others, understanding how to keep themselves safe and well.
* Respect and care for the school community and the learning environment.

Teachers and support staff who:

* Implement the school’s systems and policies consistently throughout the school.
* Work well together as a team to identify and meet the needs of every child, within the scope of their responsibility, regardless of race, religion, ethnicity, gender, socio-economic factors or domestic situation;
* Have a shared understanding of, and responsibility for the delivery of, the whole curriculum, as appropriate for the children being taught;
* Know and fulfil their specific responsibilities for the organisation of learning and for the implementation of the School Improvement Plan.
* Are well-informed about current educational developments and initiatives, local and national.
* Have consistently high expectations;
* Feel valued.