### FEDERATION OF WINKLEBURY INFANT AND JUNIOR SCHOOLS

### JOB DESCRIPTION – LEARNING SUPPORT ASSISTANT

**Winklebury Infant and Junior Schools are committed to safeguarding children and promoting the welfare of children. We expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection procedures reflect this commitment. All successful candidates will be subject to Criminal Records Bureau and other relevant pre-employment checks.**

**JOB PURPOSE:** To work in partnership with the class teacher to foster effective participation of

 pupils in the social and academic processes of the school

**REPORTS TO:** Classteacher

 SENCo

 Team Leader

 Assistant Headteacher

 Head and Deputy Head of Federation

**KEY TASKS**

* Build positive relationships with all children and adults involved in the life of the school
* Support the classteacher in creating and maintaining an effective learning environment for all children
* Work with individuals, small and large groups of children to support and extend their learning
* Support the classteacher in making assessments of children’s levels of attainment and rates of progress
* Assist wherever necessary, as determined by the school’s management systems, in the efficient running of the school
* Be confidential, trustworthy and professional in all duties

# RESPONSIBILITIES

**Support for children**

* Supervise and assist individual children or groups of children to complete activities set by the classteacher. This may include:
1. explaining and clarifying instructions
2. revisiting prior learning
3. providing support for children who are practising and consolidating learning
4. supporting children to use equipment and materials provided
5. motivating and encouraging children
6. recognising and assisting children with specific areas of learning
7. promoting children’s concentration skills
* Develop children’s personal, social and emotional skills
* Assist in the inclusion of all children
* Promote positive behaviour strategies and manage children with behaviour difficulties according to agreed procedures
* Support children with individual needs, including those identified as being within a vulnerable group

# Support for the classteacher

* Assist the classteacher, and other staff, in creating and maintaining an effective learning environment for all children
* Help to develop and implement curriculum materials and resources
* Work with children in line with agreed curriculum planning
* Contribute to curriculum planning as required
* When deemed by the Head of Federation to have acquired the necessary skills and expertise, undertake periodic supervision of the whole class in the temporary, short term absence of the classteacher
* Contribute to assessment procedures
* Participate in the evaluation of intervention programmes
* Contribute professional knowledge and provide feedback about children’s performance, including reviewing children’s progress against a specific learning programme

**Support for the school**

* Implement agreed school policies
* Assist in the efficient running of the school and undertake duties to facilitate this as directed by the school’s leadership team
* Be aware of new and existing procedures regarding the safety, welfare and behaviour of children and be prepared to report observations promptly and appropriately according to school policy and procedures
* Attend relevant training and professional development and feedback effectiveness to the Head of Federation
* Undertake the supervision of children at playtimes
* Work with support agencies in order to meet the specific needs of individual children and ensure all children are included in all aspects of school life
* Maintain an awareness of national, local, school and statutory policies and requirements and apply these in school
* Undertake any other duties as directed by the Head of Federation which fall within the remit of this post

**Entitlement**

* The post holder will be entitled to the help and support of the Head of Federation and colleagues in carrying out the duties of the post
* The post holder will be entitled to indicate their professional development needs to the Head of Federation in accordance with agreed school policy and procedures