



## JOB DESCRIPTION

<b>Title:</b>	Learning Support Assistant (1-1)
<b>Grade:</b>	C, Support Staff
<b>Responsible to:</b>	Headteacher
<b>Purpose of the Job:</b>	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.