

St Martin’s School

Headteacher: Mrs K. Bartlett Chair of Governors: Mrs L Chorley and Mrs Rowe

**Learning Support Assistant – Job Description**

St Martin’s CE (Aided) Primary School is committed to safeguarding children and promoting the welfare of children.

We expect all staff and volunteers to share this commitment.

**JOB PURPOSE:**

To support the class teacher to meet the individual needs of all children and ensure that they make maximum progress with all aspects of their personal development, social development and learning.

**REPORTS TO:**

* Class Teacher
* Deputy Headteacher/ Inclusion Manager
* Headteacher
* Governing Body

**KEY TASKS, DUTIES AND RESPONSIBILITIES:**

**1. Support for the children**

The Learning Support Assistant will:

* Under the direction of the teacher, support individual and groups of children in their learning. This may include:

-introducing new concepts to children,

-explaining and clarifying instructions,

-modelling processes to scaffold children’s learning,

-using questions to clarify children’s understanding,

-motivating and encouraging children,

-promoting children’s concentration skills.

* Truly believe in inclusion and support the class teacher to ensure all children can access the learning.
* Promote positive behaviour strategies and manage challenging behaviour according to agreed procedures in a calm, positive and consistent manner.
* Provide tailored support to vulnerable children, meeting their individual needs.
* Supervise children’s basic hygiene arrangements.

**2. Support for the class teacher**

The Learning Support Assistant will:

* Contribute ideas and suggestions to planning learning, activities and support for children.
* Assist in creating and maintaining an effective learning environment for all children.
* Help to produce curriculum resources.
* When deemed by the Headteacher to have acquired the necessary skills and expertise, undertake periodic supervision of the whole class in the temporary, short term absence of the class teacher.
* Contribute to assessment procedures by recording observations and providing feedback to the class teacher in relation to the development of a child’s knowledge, skills and understanding.
* 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.

**3. Support for the school**

The Learning Support Assistant will:

* Assist in the effective running of the school and undertake duties to facilitate this as directed by the Headteacher.
* Comply with all relevant policies and procedures particularly ensuring compliance with health and safety, child protection and equalities policies and procedures to ensure the safety and security of children at all times.
* Administer First Aid when required ensuring that procedures are adhered to and that the appropriate action is taken and forms completed in the event of an accident.
* Be aware of the medical conditions of children in the school.
* Participate in the school’s performance management system and undertake additional appropriate training as and when required.
* Undertake the supervision of children at playtimes and lunchtimes.
* 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.

**Additional responsibilities**

The post holder will undertake any other duties assigned by the Headteacher which may reasonably be regarded as within the remit of the role, on the understanding that normally any changes of a permanent nature will be incorporated into the job description.

**Entitlement**

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