# The Federation of Netley Abbey Infant and Junior Schools

# Learning Support Assistant Level 2

# Job Description:

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| **Support for Pupils** | To work with individuals or groups of children, with all ability levels, to support their learning in all Curriculum areas under the direction of the class teacher.  For example:   * Contribute to the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes. * Establish constructive relationships with pupils and interact with them according to individual needs. * Promote the inclusion and acceptance of all pupils. * Encourage pupils to interact with others and engage in activities. * Supporting in areas of specific weaknesses such as writing and reading tasks. * Set challenging and demanding expectations and promote self-esteem and independence. * Provide feedback to pupils in relation to progress and achievement. * Work unsupervised with groups of children and assist in ensuring pupils are kept on task * Deal with behavioural and special needs issues in conjunction with the teacher. * Respect the confidentiality of all information relating to pupils and their families. |
| **Support for Teachers** | * To provide feedback and participate in record-keeping without reference to the teacher * Contribute to the planning and review of pupil support. * To accompany teachers and classes on educational visits and take responsibility for a group. * To prepare materials, deliver and record progress . * To undertake some administrative tasks such as photocopying when requested. * Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils’ work. * Use a range of strategies to support pupils to achieve learning goals without reference to the teacher. * Monitor pupils’ responses to learning activities and accurately record achievement/progress as directed. * Take small groups of pupils for defined activities e.g. reading, in the presence of a class teacher * In conjunction with the teacher, liaise with parents on pupil progress. |
| **Support for the school** | * Support the role of other professionals such as Speech and Language, Physio Therapists. * Participate in appropriate school-based meetings and training activities. * To ensure the health and safety of the children and report concerns or details of accidents/incidents as necessary   To the Head teacher:   * Undertake playground duties according to rota. * Undertake any other tasks as directed by the Head teacher, appropriate to the role of Learning Support Assistant. * To prepare and assist with displays. * Maintain confidentiality and adhere to school policies, routines and codes of conduct. * Attend staff meetings, where appropriate and relevant and other activities outside of the working week, but not beyond total working week. * Carry out specific and specialist responsibility and support other staff in this area when needed. |
| **Support for the Curriculum** | Contribute with teacher to lesson contents and aimsSupport and work with teacher in testing /assessment |
| **Corporate and Statutory initiatives – equalities/health and safety/ government/ sustainability** | Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace |