# 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.
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| **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.
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| **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.
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| **Support for the Curriculum** | Contribute with teacher to lesson contents and aims Support 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 |