



<b>POST HELD:</b>	Learning Support Assistant
<b>SALARY SCALE:</b>	4.7 – 4.10
<b>REPORT TO:</b>	Class Teacher and Curriculum Leader
<b>RESPONSIBLE FOR:</b>	n/a

## Main purposes of the job

- To work under the guidance of the class teacher in the planning and implementation of the whole curriculum with individuals or groups of pupils or the whole class to promote effective teaching and learning for pupils who have complex needs and multi barriers to learning.
- During the short term absence of the class teacher a teaching assistant may be required to supervise the whole class and deliver pre prepared activities within agreed staffing levels and appropriate risk assessments.
- To provide general support to the class teacher in the management and organisation of the pupils and the classroom ensuring appropriate support for each pupil dependant on their individual planned needs which will require working closely with other professionals such as speech therapists, occupational therapists and/or physiotherapists, etc.
- To use behaviour management strategies in line with the schools policy and procedures, which contribute to a purposeful learning environment for pupils appropriate to their age and special needs.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment for all pupils particularly helping to overcome barriers to learning, including physical, emotional and behavioural difficulties.
- To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

## Main responsibilities and tasks

### Support for pupils

- To support working relationship with the pupils, acting as role model and setting high expectations.
- To support pupils learning in the most effective way working with multidisciplinary teams in order to promote the learning objectives of each pupil.
- To support designated pupils attending mainstream link sessions at school/college.
- To assist the pupils with personal care needs which may include social, health, hygiene and welfare matters. This could include the changing of incontinence pads/soiled clothing/sanitary wear and agreed local manual handling procedures and following a programme for prescribed medication under agreed guidance.
- To support pupils through the delivery of specific learning programmes designed by other professionals i.e. occupational health, speech therapists and physiotherapists.
- To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in appropriate activities based on their age and special needs.



- To have a knowledge of complex special needs and being able to use appropriate programmes such as BSL, PECs and Team Teach.
- To recognise that pupils may have communication difficulties and to be able to use alternative communication techniques if required

### Support for the teacher

- To demonstrate a good level of subject and curriculum knowledge relevant to their role and apply this effectively in supporting teachers and pupils.
- To demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher.
- To work closely with the teacher to assist in the planning, development and delivery of all areas of the curriculum. In the short term unplanned absence of the teacher, to cover all pre prepared activities to provide continuity for the pupils.
- As required, to prepare the classroom/outside areas for lessons, ensuring that resources and equipment are available and cleared away at the end of the lessons as appropriate
- To work on classroom displays following consultation with the teacher.
- To observe, monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies determined by the teacher.
- To be able to adopt a flexible approach to meet the varied needs of the pupils in the classroom and participate in any physical activities as appropriate.
- To assist the teacher in the administration of the Target Setting, Assessment and Progress Record folders and support with the weekly marking in line with the school's marking policy.
- To provide objective and accurate feedback and reports to the class teacher and to other professionals as necessary.
- To complete basic records accurately and legibly with the details specified by the teachers (i.e. complete basic reading records, targets, etc.)

### Support for the school

- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, SEN/inclusion and data protection, reporting all concerns to the appropriate named person.
- To work in an environment where there is a varied intensity of demands from the pupils and where physical intervention may be needed to ensure the safety of the child and or others.
- To attend relevant meetings and participate in training opportunities and professional development as required.
- To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with school policy.
- To plan, prepare for and accompany teaching staff and pupils on visits, trips and out of school activities as required within contracted hours and to take responsibility for pupils and their individual needs under the supervision of the teacher.
- To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled and have emotional and behavioural difficulties.



- To implement, as appropriate, visual/speech/physio programmes as determined by therapists and directed by teachers.
- To be able to follow the programme of medication for individual pupils as required
- To carry out the duties of fire marshals and first aiders when applicable.
- To follow Health and Safety regulations and guidelines including risk assessment and safety systems.
- To promptly report any problems in maintaining standards of health and hygiene to teachers.
- To assist in the physical management of individual pupils including the fitting of leg/arm gaiters, body braces and orthotics.
- To accompany unwell pupils to home or to hospital.
- To adhere to school policy on equality and diversity.
- To ensure pupils transitioning is effectively carried out before/after school and during break and lunch time.
- To perform daily playground/lunch duties as designated by SLT and assist Middays at lunchtime.
- To be responsible for the laundering of clothing and towels as required.
- To participate when required to home visits, to maintain home/school diaries and to assist generally with home/school liaison.
- To check the condition of learning resources and materials after use.
- To bring any damage or losses to learning resources and materials to the attention of the teacher as soon as practicable.
- To comply with the school requirements for storage and security of pupil records at all times.
- To make sure that information for the school office is collected, collated and passed on as promptly as possible.
- To maintain confidentiality according to organisational and legal requirements.

### **Support for the curriculum**

- To assist in the development of basic literacy, numeracy and ICT skills and support the use of these learning activities as directed by the class teacher.
- To help adapt and plan the development of resources necessary to lead learning activities, taking into account complex and profound learning difficulties as well as pupils' interests, language and cultural backgrounds.
- To assist in the training and development of other staff.