

## **LEARNING SUPPORT ASSISTANT**

### **Job Description**

#### **1. INTRODUCTION**

- 1.1 POST HOLDER:**
- 1.2 Post Title:** **LEARNING SUPPORT ASSISTANT**
- 1.3 Post Purpose:** To support students within the School
- 1.4 Reporting to:** SENCO

#### **2. MAIN DUTIES AND RESPONSIBILITIES**

##### **SPECIFIC RESPONSIBILITIES:**

- To assist with the overall delivery of lessons and communication with pupils on an individual and group basis within the classroom situation; to be proactive in encouraging all students' participation in the lesson;
- To assist the teacher in planning of work to meet the needs of the Curriculum and individual needs of students;
- To carry out assessments on pupils and record information;
- To provide ideas, differentiated materials, and learning strategies for lessons;
- To help with the physical manipulation of objects (in practical subjects); to support students in physical activities (PE) if required;
- To give general supervision, counselling and discipline of students following the school's procedures and policies;
- To help with the preparation of displays or work for and from children creating a stimulating environment in conjunction with the class teacher;
- To attend to the care and hygiene of pupils;
- To assist pupils with integration into the normal routines of the classroom;
- To assist with the preparation or modification of work and requirement under the direction of the class teacher, and providing support to the teacher in carrying out this work;
- To assist in the implementation of programmes designed by other professionals such as educational psychologists, and speech and language therapists;
- To contribute to the progress of students by giving positive encouragement;
- To help compile information for and participate in annual reviews for students with a statement of special educational need or those at school action plus;
- To participate in educational, vocational and enrichment activities with students within the school day;
- To provide support for students during social times in the form of clubs and social skills groups;
- To attend curriculum/pastoral meetings if required;
- To attend departmental meetings with the Senco as directed
- To support students during registration times with paired reading, literacy (spelling/comprehension) or organisational support.

##### **WORKING WITH STUDENTS WITH SPECIFIC NEEDS**

- To work with students with EAL (English as an additional language) and to help the subject teacher to provide a suitable learning environment and resources to meet their need;
- To work with students on the autistic spectrum who may require additional support within the classroom, especially with regards to understanding and communication, sensitivity to situations or sensitivity to noise/light;

- To work with students with SpLD (dyslexia/dyspraxia/dyscalculia) to enable them to fully access the curriculum and to allow them to fully demonstrate their ability;
- To work with students with ESD (emotional, social and behavioural difficulties) within the classroom to allow them to remain in the class and work towards their full potential;
- To work with students with ADHD/ADD within the classroom to allow themselves and others to learn;
- To work with students with physical, hearing impairment and visual impairments to ensure that they have the structure and equipment needed to meet their needs within the classroom.

### GENERAL SKILLS AND RESPONSIBILITIES

- A good basic level of education – Grade ‘C’ GCSE or equivalent in English and Maths;
- An excellent work ethic;
- An ability to work with children who are struggling to succeed;
- Patience and a sense of humour;
- Flexibility – an ability to work across all areas of the curriculum; a willingness to join in;
- Good ICT skills;
- A common sense approach to learning; a realisation that everyone has a right and responsibility to learn;
- Prepared to develop own skills and knowledge.

### SAFEGUARDING

Heart of England School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or come into contact with.

### 3. OTHER

This job description is not necessarily a comprehensive definition of the post. It will normally be reviewed during the performance management process but it may be subject to modification or amendment at any time after you have been consulted.

### 4. TERMS AND CONDITIONS

The position is fixed term, part time, hours as agreed; term time only.  
 Salary Band C (full time salary to be pro rata'd for term time only)  
 As the role is term time only there is no additional leave entitlement.

### 5. SIGNATURES

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Post Holder's signature	Headteacher's signature
Signed	Signed
Date	Date

