

| **Job Description: Learning Support Assistant** | |
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| **Post holder** |  |
| **Hours/Salary** | Full-time/Whole time  SCP 7 - SCP 12 plus SEN Allowance |
| **Responsible to** | SENDCO |
| **Key purposes of job** | * To participate in the planning and evaluation of learning activities with the teacher, providing feedback to the teacher with regards to pupil progress and behaviour. * Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher. * Share information about students with other staff, parents /carers, internal and external agencies, as appropriate * Support the work of other Learning Support assistants and volunteers in the classroom * Understand and support independent learning and inclusion of all students as required. * Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate   Learning Support Assistants in this role are expected to undertake at least one of the following:   * Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties * Provide specialist support to pupils where English is not their first language * Provide specialist support to gifted and talented pupils * Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject). * Guide and support students in their personal, emotional and social development   Learning Support Assistants in this role may also:   * Establish and maintain relationships with families, carers and other adults, e.g. speech therapists * Work with pupils not working to the normal timetable * Invigilate exams and tests * Escort and supervise pupils on educational and out of school activities * Provide support to the Student Support Centre * Supervise individuals and groups of pupils throughout the day, including supervision in homework clubs and pre-school clubs. * Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews * Work with pupils not working to the normal timetable. * Provide pastoral care to students eg mentoring |
| **Additional:** | To undertake other reasonable duties as requested. |