

| **Job Description: Learning Support Assistant** |
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| **Post holder** |  |
| **Hours/Salary** | Full-time/Whole timeSCP 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
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| **Additional:** | To undertake other reasonable duties as requested. |