



## Job Description

**Post Title:** Learning Support Assistant

**Grade:** N4

**Responsible to:** SENCO / Senior Teaching Staff

**Responsible for:** N/A

**Job Purpose:** To work under the guidance of teaching / senior staff to support access to learning for pupils and provide general support to the teacher in the management of pupils. Work may be carried out in the classroom or outside the normal teaching area. Work under supervision to address the needs of pupils who need particular help to overcome barriers to learning.

**Main Duties:** The following is typical of the duties the potholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

### **Specific responsibilities include:**

#### **Support for Pupils**

##### **Supporting and extending SEN pupils' learning**

- supervise and support pupils in their access to learning across the curriculum, using specialist skills, training or experience to tailor support to the individual learners' needs
- support pupils in learning how to learn and to develop their thinking skills to become independent, cooperative and collaborative learners
- support pupils' access to learning through the effective use of ICT as directed by the class teacher / SENCO
- identify and remove barriers to pupils' learning and make reasonable adjustments, responding to their individual needs
- contribute to assessing pupils' progress and providing feedback to pupils in relation to progress, achievement and attendance, to support them in reviewing their own learning, under the guidance of the class teacher / SENCO
- adapt and customise curriculum materials to meet learning activities and assist pupils in their use
- assist the supervising teacher with the planning of learning activities
- support teachers in the administration of examinations and tests
- contribute to maintaining pupils' records
- contribute to, and support, the review of EHC plans
- assist teachers with the display of pupils' work and achievements



## Meeting pupils' wider well-being needs

- support the emotional well-being and mental health of a diversity of SEN pupils
- support the delivery of additional interventions for improving pupils' well-being as directed by the SENCO
- support pupils with SEN and/or disabilities to access extra-curricular activities
- supporting the running of lunchtime and after-school clubs for pupils
- escort and supervise SEN pupils on educational visits and out-of-school activities, as directed by the class teacher, SENCO and member of school's management team

## Providing pastoral support

- promote SEN pupils' social and personal development and resilience by having challenging expectations to encourage children to act independently and build self esteem
- establish productive relationships with pupils and respond to the needs of each individual child, acting as a role model and advocate for pupils with SEN and disability
- support the transition and transfer of SEN pupils

## Working with colleagues

- support and maintain collaborative, productive working relationships with school staff and professionals from external agencies and feeder schools
- liaise with pupils, their parents/carers, teachers and practitioners from external agencies, to support pupils' learning and well-being
- take responsibility in developing your own continuing professional development

## Supporting the wider work of the school

- comply with school policies and procedures related to child protection and safeguarding, health and safety, equal opportunities, confidentiality and data protection
- work in such as to promote the ethos and vision of the school
- participate in training and development, and activities that contribute to the management of performance
- attend and participate in relevant meetings and school events as required
- undertake first aid training and responsibilities as required
- participate in school emergencies as required, including locating students and staff, contacting emergency services and completing necessary documentation

## General

- promote and implement the Trust's equalities policies in all aspects of employment and service delivery
- promote and safeguard the welfare of children and young people s/he is responsible for or comes into contact with.
- assist in maintaining a healthy, safe, and secure environment and to act in accordance with the Trust's policies and procedures.
- promote understanding of the Trust's mission, vision and values and lead by example through outstanding professional conduct.

This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.