

## Job Description

Post: Learning Support Assistant

Responsible to: SENCO

Hours of Work: 37 Hours – Term Time Only  
8.15 - 4.15pm (Monday - Thursday) 8.15 - 3.45pm (Friday)

### General Description of Post:

The Learning Support Assistant will be a member of a multi-disciplinary team, under the leadership and supervision of the SENCO. In co-operation with the SENCO and under the agreed educational plan, the post holder will provide support to pupils with a range of SEND.

#### Support the pupil by:

- 1) Undertaking the activities with individuals and groups of students in a classroom setting to ensure their safety and facilitate their physical, emotional and educational development.
- 2) Plan and deliver appropriate intervention on a 1:1 basis or in a small group setting as directed by the SENCO/Class teacher.
- 3) Carrying out pre-determined educational activities and work programmes whilst promoting independent learning.
- 4) Organising and participating in activities at breaks and lunchtimes (maximum of 2 breaks and 2 lunches per week).
- 5) Encouraging acceptance and inclusion of the pupils with special needs.
- 6) Promoting and reinforcing the pupils' self-esteem.
- 7) Play an active part in managing pupils' behaviour, including monitoring and looking at active strategies to change behaviours.
- 8) Liaise with SENCO/Classroom teacher to ensure that pupils with SEND engage with the curriculum and make good progress.
- 9) Encourage positive behaviour and attendance through a supportive mentoring programme as directed by the SENCO.

#### Support the teacher by:

- 1) Monitoring individual pupil's needs and reporting these to their designated supervisor as appropriate.
- 2) Keep such records of the pupil's development as required by the school.
- 3) Assisting teaching staff in the planning of work programmes for individuals and groups of pupils.
- 4) Assisting the teaching staff in the smooth transition between educational phases.

- 5) Contribute to the implementation of the Academy behaviour policy, applying it fairly and consistently within clear boundaries and reinforcing positive aspects of behaviour.

General Duties:

- 1) Contribute and adhere to the school improvement plans, aims, policies and procedures.
- 2) Develop effective relationships with parents and other partners by making appropriate contact and attending parents evenings/meetings where appropriate.
- 3) Participate fully in own performance appraisal.
- 4) Contribute effectively to the SEND team.
- 5) Ensure safeguarding and promote the welfare of students.
- 6) To attend SEND parents evenings as required (as part of directed time).
- 7) To support with first aid duties where appropriate.
- 8) To support Academy trips and visits as a first aider and/or support pupils with SEND.

Support the Academy by:

- 1) Being aware of school policies and procedures.
- 2) Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
- 3) Keeping up-to-date with relevant training and CPD as required.
- 4) To take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her activities where appropriate. Safeguarding the health and safety of all persons under his/her control and guidance in accordance with the provision of health and safety legislation.

This list of duties and responsibilities is by no means exhaustive and the post holder may be required to undertake any other tasks which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the provision that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation. This job description does not form part of your Conditions of Service.

This job description is subject to regular review and appropriate modification.

Signed \_\_\_\_\_

Date \_\_\_\_\_