



West Leigh Junior School



Job Description

Position: Learning Support Assistant

Grade: Level 4 Points 4-7

Responsible to:

- Senior Leadership Team
- Year Group Leaders
- Class Teacher

Purpose of Job:

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Learning and Teaching:

1. Assist in the educational and social development of pupils, under the direction and guidance of the senior leadership team and class teachers
2. Assist in the implementation of Individual Support Programmes, developing an understanding of the specific needs of pupils, taking into account the type of teaching and learning support involved and help monitor their progress
3. Undertake learning and teaching activities in a range of settings as identified in the weekly curriculum planning with individuals and small groups
4. Communicate effectively and sensitively with pupils to support their learning, for example:
 - clarifying and explaining instructions
 - ensuring children are able to use the equipment and materials provided
 - motivating and encouraging children as required
 - providing support when faced with challenge
 - helping pupils to concentrate and complete work
 - meeting physical needs as required whilst encouraging independence
 - developing appropriate resources to support the children
 - developing independent learning skills
5. Promote and support the inclusion and acceptance of all pupils in the learning activities in which they are involved
6. Use behaviour management strategies, in line with the school's policy and procedures
7. Recognise and respond effectively to equal opportunities issues as they arise, including challenging stereotypical views and challenging bullying or harassment, following relevant policies and procedures
8. Provide support for pupils inside and outside the classroom to enable them to fully participate in activities
9. Develop a knowledge of the curriculum which the pupils are expected to follow

10. Develop skills to adapt subject-based activities and resources to meet the needs of the pupil in conjunction with the teacher
11. Work with other professionals, such as speech therapists and occupational therapists, as necessary
12. Support pupils with emotional or behavioural problems and help develop their social skills
13. Demonstrate and promote positive values, attitudes and behaviour
14. Where appropriate, support children with specific medical needs

Supporting the teacher:

1. Monitor and evaluate pupils' responses to learning, work collaboratively with colleagues, including liaising with the class teacher to familiarise themselves with planning and learning intentions, and to plan their role in lessons, including how they will provide feedback to pupils and colleagues on pupils' learning
2. Support teachers in evaluating pupils' progress through a range of assessment activities e.g. application of standardised tests, marking of pupils' work as agreed with the teacher and accurately recording achievement/progress
3. Contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests
4. Provide objective and accurate feedback as required to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
5. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as required
6. Contribute to reviews of pupil's progress as appropriate
7. Liaise with other professionals to ensure an appropriate learning environment
8. Set up, prepare, use and tidy equipment
9. Support class teachers in preparing resources

Supporting the school:

1. Supervise pupils on outings and educational visits as required
2. Assisting with the supervision of pupils through the school day
3. Be a proactive member of the school and class team
4. Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils
5. Help to ensure pupils have equal access to learning and development
6. Attend relevant courses and learning activities in order to update knowledge as required
7. Where necessary, undertake First Aid following the appropriate training

Standards and quality assurance:

1. Support the aims and ethos of the school by promoting positive values, attitudes and good pupil behaviour; dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
2. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and to refer all concerns to the Designated Safeguarding Leads
3. Treat all information relating to pupils as strictly confidential, and be aware of and comply with school policy and practice, receiving training where necessary from the school
4. Set a good example in terms of dress, punctuality and attendance

5. Attend team and staff meetings as appropriate
6. Attend training days and training courses as appropriate.

Other duties and responsibilities:

The learning support assistant may be called upon to perform other duties that the Executive Headteacher considers reasonable, that are commensurate with the grading and designation of the post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All relevant checks will be made and the successful candidate will be required to undertake enhanced DBS checks.