

JOB TITLE: Learning Support Assistant

Line Manager: Class Teacher (ultimately responsible to the Headteacher)

Job Purpose:

1. To support pupil's learning as directed by the class teacher.
2. To set an example of professional commitment to the education and welfare of the pupils of the school, which can be followed by colleagues and appreciated by parents, sharing in the corporate responsibility for the achievement, progress and well being of all pupils.
3. To work with and support class teachers in supervising and assisting the pupils across a wide range of activities.
4. The position is available until such time as the pupil leaves the school or ceases to have a Statement of Special Educational Needs.

Main Duties and Responsibilities:

1. To support the nominated pupil/s with tasks planned by the class teachers.
2. To provide guidance and support to enable pupils to find answers to questions and to complete set tasks.
3. To hear pupils read, to change reading books and to maintain appropriate records.
4. To undertake assessment and keep records as directed by the class teacher and or other professional.
5. To be committed to the integration of pupils with special educational needs in a mainstream classroom..
6. To give guidance and advice to the pupil who is being supported in order for the pupil to maintain the high standard of behaviour in line with the school's behaviour policy.
7. To maintain positive relationship's with the parent/carer.
8. To participate in regular reviews/discussions regarding the pupil's individual progress including the statutory review.
9. To accompany classes on local visits, trips and outings.
10. To support and implement all school policies..
11. To be committed to the school's equal opportunities policy.
12. To undertake appropriate professional development.
13. To prepare equipment and to help to clear resources away.
14. To prepare and to make teaching resources including photocopying, laminating etc.
15. To fulfil any reasonable request made by the Headteacher , SENCo or class teacher.

Review: The Job Description will be reviewed at the end of the academic year, or earlier if necessary, and may be amended after consultation with the post holder.