



**HALL GREEN SCHOOL**  
**JOB DESCRIPTION**  
**POST: LEARNING SUPPORT ASSISTANT Level 2**

Post Title	Learning Support Assistant
Purpose	To assist in promoting the learning and personal development of all pupils, including, but not exclusively, those with special educational needs.
Reporting to	SENDCo
Core Level 2 Learning Support Assistants tasks and responsibilities:	
<ul style="list-style-type: none"><li>• Undertake and review targeted interventions across all areas of need.</li><li>• Supporting lessons as a Learning Support Assistant, working with various pupils across all areas of need.</li><li>• Carry out personal care duties.</li></ul>	
Main Role	<ol style="list-style-type: none"><li>1. To aid pupils to learn as effectively as possible both in group situations and individually, under the direction of teaching staff, by for example:<ul style="list-style-type: none"><li>• Clarifying and explaining instructions provided by the teacher</li><li>• Ensuring pupils are able to use equipment and materials provided</li><li>• Motivating and encouraging pupils by providing appropriate levels of attention, reassurance and support with learning tasks in line with pupils' needs</li><li>• Assisting pupils in identified areas of need such as speech and language, behaviour, reading, spelling, numeracy and handwriting/presentation, as directed</li><li>• Using praise, commentary and support to encourage pupils to concentrate and remain on task</li><li>• Implementing agreed behaviour management strategies consistently, in line with school procedures</li><li>• Supporting pupils' physical needs while encouraging independence, for example assisting pupils to change for PE or swimming, supporting mobility around the school, and reassuring pupils following minor accidents</li><li>• Where applicable, supporting personal care activities in accordance with individual care plans, training and risk assessments, including manual handling and hygiene support as required</li></ul></li><li>2. To establish supportive and professional relationships with the pupil(s) concerned.</li><li>3. To promote the acceptance and inclusion of pupils with special educational needs, encouraging appropriate and positive interaction between pupils.</li><li>4. To monitor pupils' responses to learning activities and, where appropriate, adapt or modify activities as agreed with the teacher to support intended learning outcomes.</li><li>5. To contribute to and update individual learner profiles, as directed.</li><li>6. To deliver targeted interventions planned and reviewed by teaching or SEND staff.</li><li>7. To support the use of ICT in learning activities, as required.</li><li>8. To provide regular feedback on pupils' learning, progress and behaviour to the teacher or SENDCo.</li></ol>

	<ol style="list-style-type: none"> <li>9. To use the SEND department's systems for recording progress and support provided.</li> <li>10. To be aware of and apply relevant SEND department policies and procedures.</li> <li>11. To follow agreed lines of communication through the SENDCo and teaching staff.</li> <li>12. To be aware of confidential issues relating to pupils, families and the school, and to handle such information appropriately.</li> <li>13. To contribute to reviews of pupils' progress, where appropriate.</li> <li>14. To take part in school-based CPD and training opportunities to support the effective delivery of the role.</li> <li>15. To support non-teaching time supervision, for example during duty periods, as required.</li> </ol>
Generic responsibilities of all Hall Green School Staff	<ul style="list-style-type: none"> <li>• To work consistently to uphold the school's mission statement.</li> <li>• To follow all school policies.</li> <li>• To work in a cooperative and polite manner with staff and all other Stakeholders.</li> <li>• To work with students in a courteous, positive, caring and responsible manner at all times.</li> <li>• To follow child protection measures and in so doing ensure that pupil safety and wellbeing is never compromised.</li> <li>• To take an active part in the school's commitment to the development of staff and the appraisal procedure.</li> <li>• To work with visitors to school in a way that upholds the school's reputation.</li> <li>• To seek to improve the quality of the service the school provides.</li> <li>• To present oneself in a professional way that is consistent with the values and expectations of the school.</li> <li>• To carry out, in good grace, any other duty deemed reasonable by the Headteacher.</li> </ul>
<p>The post holder will be subject to appraisal objectives which will be agreed and reviewed annually. The post holder is expected to carry out such other duties as may reasonably be assigned by the Headteacher.</p> <p>The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	