



## Fleetville Infant & Nursery School Job Description – Learning Support Assistant

**Job Title:** Learning Support Assistant

**Responsible to:** Head Teacher

**Pay Grade:** H2 pro rata for 40 weeks

**Purpose of the role:** To work with teachers and the SENCo to support teaching and learning and address the needs of children who need additional support to overcome barriers to learning in order to make progress. To provide care and support the welfare of children with Special Educational Needs.

### **Responsibilities:**

#### **SUPPORT FOR CHILDREN**

- Provide care and support inside and outside the classroom for one or more individual children during the school day:
  - form a close, caring and purposeful relationship with identified child
  - where appropriate, offer support to other children in the same class as the identified child
  - monitor children's responses to learning and accurately record achievement and progress as directed
- Withdraw identified child from some classes and work with them on either a one-to-one basis or in a small groups to support their learning and to develop literacy, numeracy and social skills
- Assist child's language development with appropriate support for reading, writing, speaking and listening
- Work with children in small groups to develop language skills and literacy levels outside the classroom environment
- Facilitate small group work in the classroom
- Support individual children through assessments, tests and examinations, in line with the school procedures and as agreed with examining bodies
- Assist with the child's personal, behavioural and social development through appropriate guidance and advice within the context of the teacher's overriding responsibility for behaviour management in the classroom. Take a constructive role in preventing/minimising the effects of emotional and behavioural incidents and manage challenging behaviours
- Accompany children with specific difficulties on trips or visits

#### **SUPPORT FOR THE TEACHER**

- Work with the teacher to establish an appropriate learning environment for identified child.
- In collaboration with class teacher, support lesson planning, the assessment and reporting of the development of identified child/group.
- Provide general clerical / admin support e.g. administer coursework, produce worksheets for agreed activities for children with SEND
- Assist staff in the acquisition and preparation of resources which will facilitate wider inclusion for all children
- Promote positive values, attitudes and good children behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour

#### **SUPPORT FOR THE CURRICULUM**

- Work with teachers to plan a differentiated curriculum:
  - support children's learning in consultation with teachers during lessons

- prepare materials to assist the teaching of children with the support and guidance of the SENCo and teachers to ensure differentiated material is available for identified child
- assist with the planning of learning activities and administer routine tests;
- Support the school in evaluating their inclusive practice for children with SEND

#### SUPPORT FOR THE SCHOOL

- Be aware of and comply with school policies relating to child protection, health and safety, confidentiality and data protection
- Be aware of and support difference, and ensure all children with SEND have equal access to opportunities to learn and develop
- Establish constructive relationships and communicate sensitively and effectively with other professionals, teachers, parents/carers and SENCo to support the achievement and progress of students

#### ADMINISTRATION

- Support the implementation of SEND Support Plans, Pastoral Support Plans and Behaviour Support Plans.
- Monitor and report on the implementation of all Support Plans and assist with record keeping.
- Assist, as requested, in the preparation and review of Support Plans by the class teacher and SENCo.
- Observe the implementation of these plans and their effect in the classroom environment.

#### RESOURCES

- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Help children access specialist learning resources as required
- Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students

#### **Learning Support Assistant in this role may also undertake some or all of the following:**

- Assist with break-time supervision including facilitating games and activities
- Support children in using basic ICT
- Assist children with eating, dressing, toileting and hygiene, as required, whilst encouraging independence.

<b>Knowledge</b>	<b>Competencies</b>
NVQ level 1 (or equivalent)	Communication (written and verbal)
Basic knowledge of ICT	Problem Solving
Awareness of Health, wellbeing and safety	Team working
Awareness of keeping children safe	Active Listening
Awareness of Data protection and confidentiality	Motivation
Basic knowledge of First Aid	
Understanding of the Schools ethos and values	

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

This job description will be reviewed at least annually as part of your Performance Appraisal programme.

**Spiral Partnership Trust actively encourages and supports the safeguarding and protection of all its pupils. This post is subject to enhanced DBS disclosure.**