



Learning Support Assistant Job Description

Staff at Robin Hood make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. We act with honesty and integrity; have strong subject knowledge; forge positive professional relationships; and work with parents and each other for the pupils in our care.

The post holder:

- Is responsible to the Leadership Team via the line management structure, for their teaching assistant duties, responsibilities and tasks.
- Will work under the guidance of teaching or senior staff to implement the delivery of the curriculum and Statutory Welfare requirements through agreed work with individuals or groups. This may be both within the classrooms and out, both indoors and outdoors, as well as any responsibilities in the school as agreed with the Headship Team and in line with agreed school policies.
- Will interact on a professional level with colleagues and seek to establish and maintain productive relationships with the aim of improving the quality of teaching and learning in the school.

Key duties and responsibilities:

- To build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and be concerned for their development as learners.
- To demonstrate and promote the positive values, attitudes and behaviour expected from the pupils at all times.
- To work collaboratively with colleagues, and carry out your role effectively, knowing when to seek help and advice.
- To liaise sensitively and effectively with parents and carers, recognising their roles in pupils' learning, under the direction of teachers.
- To improve your own practice, including through observation, evaluation and discussion with colleagues.
- To provide targeted support to groups or individual children as directed by the teacher
- To work with the class teacher in the planning and delivery of individual



programmes that support improved learning or behaviour for a group or individual children as decided by the teacher

- To contribute towards specific structuring of work in order to meet the needs of individual children with a range of needs
- To prepare and adapt suitable resources
- To assess the work of pupils who you have been supporting
- To support the teacher with administrative tasks, including photocopying, display work, reading records etc
- To meet as required with class teachers and members of the leadership team to discuss pupil progress
- Where relevant to maintain records of work undertaken with allocated pupils
- To liaise with other teaching staff, parents/carers and other professionals as appropriate
- To devise and deliver Individual Plans/Programmes appropriate to the special needs of identified pupils, with reference to the National Curriculum, and in consultation with other appropriate agencies
- To participate in team meetings towards the exchange of expertise and ideas relating to the current professional practice
- To attend In-service training sessions, including external courses and contribute and feedback as appropriate
- Use behaviour management strategies, in line with the school's policy and procedures, which contribute to a purposeful learning environment.
- Supervise a class if the teacher is temporarily unavailable.
- Promote the safety and well-being of pupils in line with safeguarding procedures.
- To effectively manage pupil behaviour, encouraging a high standard of behaviour and mutual respect between pupils and all members of the school community.
- To undertake other duties as may be reasonably required, consistent with the purpose and grade of post, for example, cover the class for short periods, in the teacher's absence, take play time duty, attend meetings, supervise children and participate in school assemblies
- To take shared responsibility for the tidiness and organisation of whole



school resources

- To be fully conversant with relevant statutory provisions, codes of professional practice and conduct and principles of equal opportunities

Relationships:

1. Responsible to

SRP Lead, Head of School, Executive Headteacher

2. Responsible for

Pupils identified and allocated by Class teacher, SENDco, Head of School, Executive Headteacher

3. Important Functional Relationships

All children and staff, especially class teacher and other TAs
Head of School and Executive Headteacher
Educational Psychologist
Head of Pupil Support Service
Other professionals linked to SEN

4. Important External Relationships

Parents/ Carers
Kingston and District Health Services
Community Services
Associated professionals in other LAs

It may be necessary for duties and responsibilities other than those outlined and specified to be undertaken at times.