

Wootton Primary School



Job Description

JOB TITLE: Learning Support Assistant

RESPONSIBLE TO: Head Teacher, SENCO, Deputy Head Teachers, Class Teacher

MAIN PURPOSE: To work alongside other staff to support children including those with Special Educational Needs.

To implement agreed work programmes with an individual and/or groups of children.

To support the teaching staff in the carrying out support plans for children with Special Education Needs.

To follow the Education, Health and Care plan.

To liaison with class teachers.

To organise and run intervention groups within the school day.

MAIN ACTIVITIES:

Support for Teacher/School:

- Work alongside the class teachers so the pupils are able to access the curriculum in a differentiated way
 - Provide support for learning activities by making adjustments as necessary so the pupils are able to access the learning
 - Making a contribution to organising effective learning environments and maintaining appropriate records
 - Undertake routine assessment in line with school policy
 - Undertake routine marking and assessment in line with school policy
 - Contribute information to pupil's records (eg assessment information)
 - Work with parents/carers to enhance pupil's learning
- Liaise with parents/carers as appropriate
 - Monitor pupils' responses to learning activities and record achievement/progress as directed
 - Provide regular feedback to teachers on pupils' achievement, progress and problems
 - Promote good pupil behaviour, dealing promptly with conflict and incidents and reporting in line with school policy
 - Accompany staff and pupils on visits and trips as required

- Support the use of IT in learning activities and develop pupil's competence and independence in its use
- Participate in training and other learning activities and performance development as required
- Be aware of and comply with policies and procedures relating to child protection, safeguarding, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person
- Contribute to the overall ethos/work/aims/values of the school
- Attend and participate in relevant meetings as required
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.
- Organise and carry out small group work focusing on a particular need or area of learning, for children of all abilities.
- Organise and run intervention group throughout the school day.
- Assess and evaluate intervention group in their effectiveness and progress attained by the pupils.
- To liaise with outside agencies as appropriate.

Support for Pupil:

- Support pupils in accessing the curriculum.
 - To support the teaching of English, maths and other specific areas of the curriculum.
 - Under the instruction/guidance of a teacher/external agency worker support pupils in their learning
 - Teach pupils at an appropriate level differentiating where necessary
- Maintain pupil's interests and motivation
 - Ensure the provision as set out in section F of EHCPs is being carried out, under the direction of the class teacher.
 - Follow Learning Plans for the children with SEND.
- To be aware of pupils' problems, achievements, progress and report to the teacher as agreed
 - Establish a constructive relationship with the pupils and interact with them and parents/carers according to individual needs
- Provide feedback to the pupils in relation to progress and achievement under the guidance of a teacher
 - Organise and source resources to aid the children in their learning
 - To provide intimate care, such as nappy changing, in the presence of another adult
- Support pupils during break times.

Learning Support Assistant: **Date:**

Head Teacher: **Date:**