

Job Description

Job Title: Learning Support Assistant

Line Manager: ARP Lead

Grade: NJC Pay Scale Level 3a, Point 5—7

Job Summary Under the instruction and guidance of teaching staff/managers, to undertake educational activities and attend to the educational, personal and social needs of pupils in order to support their learning and development and to ensure their safety.

This Job Description should be used in relation to the relevant person specification

Main Duties

Support for Pupils in the Autism Provision and for ASC pupils in class

1. To develop knowledge of a range of learning support strategies and to develop an understanding of the specific needs of the children to be supported.
2. To attend to the educational, personal and social needs of pupils and any other requirements depending on the pupil's special needs and, wherever possible, make these part of the learning experience.
3. Take into account the learning support involved, to aid the children to learn as effectively as possible both in group and situations and on his/her own by, for example: -
 - clarifying and explaining instructions by differentiation
 - ensuring the child is able to use equipment and materials provided appropriately and safely
 - helping pupils to concentrate on and finish work set
 - meeting physical needs as required whilst encouraging independence
 - liaising with the ARP Lead and class/subject teacher about individual learning plans
 - developing appropriate resources to support the children.
4. Under agreed school procedures to assist with programmes of special care such as physiotherapy or speech therapy under the direction of the appropriate specialist.
5. To plan for and teach small groups as directed and maintain up to date electronic/written records of achievements.
6. To establish a supportive relationship with the children.
7. To encourage acceptance and inclusion of the child with special needs.

8. To develop methods of promoting and reinforcing the child's self-esteem.
9. To promote and support the inclusion of all pupils in the learning activities in which they are involved.
10. Whilst there may be a specific requirement to support a named pupil or pupils with an Education, Health & Care Plan, support to other pupils may also be required as directed by teaching staff.
11. To assist with the supervision of pupils on visits.

Support for the teacher -

1. Within the overall plan set by the ARP Lead and class teacher to assist in devising and extending educational activities and in preparation of the curriculum.
2. To help assess and systematically record pupils' progress and achievements, using the results of this monitoring in further support work.
3. To contribute to the maintenance of children's progress records.
4. To participate in the evaluation of the interventions used.
5. To provide regular feedback about the children to the ARP Lead/teacher.
6. To assist in maintaining classroom discipline by working with individual and groups of pupils in developing expectations of acceptable personal and social behaviour and help make them part of the learning experience.

Support for the curriculum -

1. To support the teaching of literacy, numeracy or other specific curriculum areas/specialisms as required and agreed with the Headteacher and the ARP lead.
2. To undertake further training as needed in order to support children at their cognitive level within the KS2 & 3 curriculum.

Specific Responsibilities -

1. To provide assistance to pupils under the guidance of Chiltern Class Teacher and subject teachers, especially in supporting literacy and numeracy development within Key Stage 2 and 3, and in supporting the development of life skills and emotional regulation.
2. To assist in monitoring and recording the pupil's attainment and learning needs.
3. To maintain accurate and up to date records of pupils on the school's information management system.
4. To supervise the children through their break and lunchtimes.
5. To undertake tasks of a similar nature and level, as directed by the APR Lead/headteacher which may be determined from time to time.

Health & Safety –

1. Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our School's child protection policy.
2. Support children who are upset or have had accidents.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signature of Postholder

Date

Julie Hodgson

Headteacher