

# Thomas Harding Junior School

## LEARNING SUPPORT ASSISTANT Job Description



**Post: Learning Support Assistant Responsible to: Headteacher, Inclusion Manager and Class Teacher Grade: Bucks Pay Range 1b (6-10)**

### **Main responsibilities**

The post-holder will be expected to support whole class learning, groups of children or individual children having specific or particular needs, as directed. The post-holder will share in the care and wellbeing of pupils throughout the school. Learning Support Assistants will be fully informed about the needs of groups and individuals' they are supporting and where working with named children the outcomes of their Educational Healthcare Plan and those targets set by external professionals. Learning Support Assistants will work under the direction of class teachers and the Inclusion Manager to support and deliver planned learning interventions.

*This Job Description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.*

### **Safeguarding**

To be responsible, under the direction of the Headteacher or another designated teacher, for promoting and safeguarding the welfare of all children within the establishment and to ensure that safeguarding is a priority by following procedures effectively and immediately. Vigilance and sensitivity is essential.

### **Teaching and learning**

- Plan, provide and adapt support for children inside and outside the classroom in order to enhance their learning, accelerate their progress and enable them to fully participate in activities □ Provide timely and incisive feedback on pupil progress and the impact of interventions
- Support the emotional, social, behavioural and pastoral needs of pupils under the direction and guidance of teachers and leaders, assisting with any specific behaviour management strategies
- Assist teachers with summative and formative assessment and setting next step targets
- To access and prepare resources that meet the learning needs for groups and individuals
- To assist with general classroom management and the organisation of resources and equipment
- Assist in the implementation of Individual Provision Maps and EHC plans for individuals or groups of children and assess and monitor their progress
- Support the school's curriculum through attendance at educational visits

### **Working collaboratively**

- Where appropriate, foster links between home and school
- Where appropriate, and under the direction of class teachers and the Inclusion Manager, communicate and meet with parents
- Work with external professionals, such as speech therapists and occupational therapists, as necessary
- Attend and contribute to annual reviews, as appropriate, and contribute to the writing of reports on pupil progress for SEN children

# ASPIRE

Aspiration Success Pride Integrity Resilience Equality

# Thomas Harding Junior School

## LEARNING SUPPORT ASSISTANT Job Description



- To participate in relevant professional development and attend any training courses wherever possible to benefit the education and wellbeing of the children
- Attend staff and team meetings and training days, as required, to develop experience and broaden awareness, expertise and skills
- Participate in the school's procedures for performance management

### **Administrative assistance**

- Support the teacher in record keeping and other tasks in order to advance teaching and learning
- Carry out administrative and clerical tasks e.g. photocopying, inputting pupil data and classroom display to assist in the smooth running of the class
- Undertake other duties from time to time as the class teacher requires

### **Standards and quality assurance**

- Comply with the school's rigorous approach to safeguarding
- Support the vision and ethos of the school
- Act as a role model for the school's values
- To be aware of and follow the school's policies and procedures
- To maintain confidentiality about home-school/pupil-teacher/school work matters
- Be proactive in matters relating to health and safety
- Set a good example in terms of dress, punctuality and attendance
- Undertake any other professional duties that may be reasonably assigned by the Headteacher

### **Health and welfare of children**

- To have an overview of children with identified medical needs
- To support and care for children who are injured or sick
- Assist in keeping accurate medical records when necessary
- Supervise and assist children with dressing and undressing, in line with school policy, when necessary
- To attend to any personal care needs as required
- Attend up to date and relevant first aid training

### **Break and lunchtime Duties**

There will be a rota of duties for staff working inside or outside the school during breaks. The rota will allow for movement within roles. Learning Support Assistants may be asked to:

- Supervise children during break and lunch either inside or outside on a rota basis. This involves supervision of children before, during and after they have eaten their lunches as per the rota of responsibilities
- Ensure the safety of children at all times
- Be on duty on the playground to support positive play, effective playground behaviour and to ensure the smooth running of break sessions

# ASPIRE

Aspiration

Success

Pride

Integrity

Resilience

Equality

# Thomas Harding Junior School

## LEARNING SUPPORT ASSISTANT Job Description



Signed (Post holder): ..... Date: .....

Signed (Headteacher): ..... Date: .....

**ASPIRE**

Aspiration Success Pride Integrity Resilience Equality