



Aspire and Achieve

Castle EAST School
Hillside Road East, Bungay, Suffolk, NR35 1JS

Telephone: 01986 808651
Email: admin@castleeastschool.co.uk
Website: www.castleeastschool.co.uk
Headteacher: Mrs Anna Mears



Job Description - Learning Support Assistant

To work alongside teachers and with senior leaders as part of a professional team to support the learning needs of all pupils.

Main duties and responsibilities

- Assist with pupils in class in co-operation with class teacher
- Assist with individual or small group teaching under the direction of the teacher
- Assist with preparation of resources and displays of pupil work including classroom administration such as record keeping, filing, and photocopying as required
- To contribute to the monitoring and annual review process of EHCP and supporting documentation
- To assist the school in providing an outstanding quality of education for pupils with communication and interaction needs
- To support pupils personal, social, emotional, physical wellbeing
- To supervise and support pupils, ensuring their safety and access to learning at all times
- To demonstrate the ability to encourage and build / maintain good relationships with pupils, acting as a role model being aware of and responding appropriately to individual needs
- To work closely with all members of school staff in supporting pupils across the school
- To help maintain the classroom and wider school environment
- To contribute to the overall smooth running and effectiveness of the school to meet the needs of the pupils
- To promote positive values, attitudes and good pupil behaviour dealing with conflicts and incidents in line with school policies and procedures
- To attend planned staff meetings, parent meetings and CPD sessions when required
- To accompany pupils on educational visits
- Assist with playground and lunch time duties as required
- Any other duty which the Headteacher may reasonably require

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

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Learning Support Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head of School.