



**HALL GREEN SCHOOL**  
**JOB DESCRIPTION**  
**POST: LEARNING SUPPORT ASSISTANT Level 3**

Post Title	Learning Support Assistant
Purpose	To assist in promoting the learning and personal development of all pupils, including, but not exclusively, those with special educational needs.
Reporting to	SENDCo
Core Level 3 Learning Support Assistant tasks and responsibilities:	
<ul style="list-style-type: none"><li>• Organise, undertake and review targeted interventions across all areas of need.</li><li>• Supporting lessons as a Learning Support Assistant, working with various pupils across all areas of need.</li><li>• Carry out personal care duties.</li></ul>	
Main Role	<ol style="list-style-type: none"><li>1. To aid pupils to learn as effectively as possible both in group situations and on his/her own by, for example:<ul style="list-style-type: none"><li>• Clarifying and explaining instructions</li><li>• Ensuring the pupil(s) is able to use equipment and materials provided</li><li>• Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs</li><li>• Assisting in weaker areas as appropriate e.g. speech and language, behaviour, reading, spelling, numeracy, handwriting/presentation etc.</li><li>• Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task</li><li>• Consistently and effectively implementing agreed behaviour management strategies</li><li>• Helping to make appropriate resources to support the pupil(s)</li><li>• Meeting pupils' physical needs while encouraging independence e.g. help pupils to change for PE lessons or swimming, help with mobility around the school, clean and reassure pupils after accidental soiling of clothes</li><li>• Where applicable: Manual handling of pupils, changing and disposing of incontinence pads, changing soiled clothing, cleaning pupils following personal care.</li></ul></li><li>2. To establish supportive relationships with the pupil(s) concerned.</li><li>3. To promote the acceptance and inclusion of the pupil(s) with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner.</li><li>4. Monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.</li><li>5. Contribute to and review individual learner profiles as appropriate.</li><li>6. Organise, undertake and review targeted interventions across all areas of need.</li><li>7. To support the use of ICT in learning activities.</li><li>8. To provide regular feedback on the pupil(s)' learning and behaviour to the teacher/SENDCO.</li><li>9. To use the SEND department's system for recording progress.</li></ol>

	<ol style="list-style-type: none"> <li>10. To know and apply the SEND department policy.</li> <li>11. To use the correct lines of communication through the SENDCO.</li> <li>12. To be aware of confidential issues linked to home/pupil/teacher/school.</li> <li>13. To contribute towards reviews of pupil(s)' progress as appropriate.</li> <li>14. To take part in school based CPD; alongside which Learning Support Assistants would benefit from a number of training opportunities throughout the year to develop their expertise.</li> <li>15. To support non-teaching time supervision e.g. duty times.</li> </ol>
Generic responsibilities of all Hall Green School Staff	<ul style="list-style-type: none"> <li>• To work consistently to uphold the school's mission statement.</li> <li>• To follow all school policies.</li> <li>• To work in a cooperative and polite manner with staff and all other Stakeholders.</li> <li>• To work with students in a courteous, positive, caring and responsible manner at all times.</li> <li>• To follow child protection measures and in so doing ensure that pupil safety and wellbeing is never compromised.</li> <li>• To take an active part in the school's commitment to the development of staff and the appraisal procedure.</li> <li>• To work with visitors to school in a way that upholds the school's reputation.</li> <li>• To seek to improve the quality of the service the school provides.</li> <li>• To present oneself in a professional way that is consistent with the values and expectations of the school.</li> <li>• To carry out, in good grace, any other duty deemed reasonable by the Headteacher.</li> </ul>
<p>The post holder will be subject to appraisal objectives which will be agreed and reviewed annually. The post holder is expected to carry out such other duties as may reasonably be assigned by the Headteacher.</p>	
<p>The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	