

<b>JOB TITLE:</b>	<b>Learning Support Assistant (ASC Resource Base)</b>
<b>REPORTS TO:</b>	HLTA/ Assistant SENDCo/ SENDCo
<b>SUPERVISES:</b>	Not Applicable
<b>BAND:</b>	<b>B</b>

#### **JOB PURPOSE:**

To work under the guidance of a teacher planning and preparing lessons / learning activities and to deliver these in either a subject specialism (e.g. maths) or key stage (e.g. KS3) with a small group of pupils and on a one-to-one basis.

To manage and supervise pupil behaviour. To contribute to the maintenance of effective school administration.

To work part of a team of Learning Support Assistants within the ASC Resource Base.

#### **KEY CORPORATE ACCOUNTABILITIES**

To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work.

At the discretion of the Head Teacher, such other activities may from time to time be agreed consistent with the nature of the job described above.

To work with colleagues to achieve service plan objectives and targets.

To participate in professional development schemes and contribute to the identification of own team development needs.

#### **PRINCIPAL ACCOUNTABILITIES**

##### **Teaching and Learning Assistance — delivering learning under teacher guidance**

- To assist in planning, organising and manage structured learning activities which reflect specific expertise and knowledge.
- Evaluate and adjust lesson plans.
- Create a structured, positive learning environment within the curriculum or subject area being taught.
- Support the Curriculum Plan and learning programmes designed by the teacher.
- Assist with the development of Individual Education Plans or targeted learning objectives.
- Supervise pupils, delivering learning activities to small groups of pupils, adjusting activities within the scope of the lesson plan and learning outcomes in response to pupils learning.
- Monitor pupil responses to learning through observation and structured assessment against predetermined learning objectives.
- Provide objective and accurate feedback sensitively for pupils, parent etc and producing evidence-based reports to Teaching Staff.

- Ensure the milestones for achievement are challenging and demanding, adjusting activity as required.
- Providing unobtrusive guidance and support to enable pupils to find answers to questions and tasks set, using knowledge of each pupil's differing levels of development and ability to ensure progression and continuity.
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of IT as a learning aid (including the use of specialist curriculum software), assisting pupils to develop IT competence and independent use of systems.
- Develop and determine the need for specialist equipment, to prepare and maintain these as associated with the specific subject area or curriculum key stage.
- Mark pupils' work, recording progress and achievement. Administer and mark tests, invigilate exams.
- Classroom cover supervision in emergency circumstances including responding to pupil's questions and generally helping pupils undertake activities and achieve learning outcomes.
- Supporting pupils, including those with implementing Individual Education Plans, using specialist support (e.g. behaviour management).
- Implement personal care in relation to individual's personal care plans, following school policy.
- Manage pupils who are showing socially unacceptable or challenging behaviour. Understanding of Positive Handling and its appropriate use.
- Implement strategies for behaviour management., In relation to challenging behaviour, actively participate in and promote Trauma-Informed practices to nurture positive responsive and reciprocal relationships.
- Take initiative and support the diversity and complexities of needs and provisions for children with Autistic Spectrum Condition (ASC).

### **General School Support**

- Be involved in extracurricular activities, (e.g. clubs, activities, trips, open days, presentation evenings)
- Provide clerical and administrative support, e.g. photocopying, typing, filing, collation of pupil reports.
- Report student and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.