

## Role Description

### Level 1

#### Learning Support Assistant / Teaching Assistant

#### **Role Purpose:**

To work under the direction and alongside the class teacher to support a pupil or group of pupils to access their learning. Providing support to the pupil/pupils to ensure they make effective progress from an academic, social and emotional perspective.

**Responsible to:** Class Teacher / Senco / Principal & Leadership Team

#### **Responsibilities:**

##### Support for learning

- To support the academic achievement and personal development of an individual pupil or group of pupils through an inclusive approach under the guidance of the class teacher/Senco.
- Using strategies, in liaison with the teacher, support a specific pupil or small group of pupils to achieve learning goals, in line with the school teaching policy.
- Monitor a pupil or pupils' responses to learning activities and accurately collect evidence, record achievement and progress as directed by the class teacher.
- Establishing constructive relationships with the pupil or small group of pupils, interacting with them according to individual needs.
- Encourage the pupil or small group of pupils to interact with others and engage in activities and learning led by the class teacher

##### Support for the teacher and the curriculum

- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assisting with the display of pupils' work.
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.
- Undertaking programmes linked to the Trusts curriculum and learning strategies e.g. phonics, Maths, early years providing feedback to class teachers on progress.
- Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use.
- To build and maintain positive and constructive working relationships with pupils, families and colleagues to maximise pupils' development and maintain the overall ethos and vision of the school.
- To ensure that all policies implemented by the school are actively upheld and promoted at all times.
- To ensure that the pupil or small group of pupils have the necessary access to resources and implement them where they are not evident.
- Support teaching staff and pupils on school trips as required, by taking responsibility for a group of pupils or pupil and adhering to the relevant school policies and documentation.

##### Training & Development

- Participating in training and other learning activities and performance development as required.
- To actively engage in training sessions, meetings and other learning activities, to support the school's priorities and to secure their own professional development.
- Participate in first aid training as required
- Attending and participating in relevant meetings as required.

**Families & Safeguarding**

- Committed to working with the staff team to ensure the highest levels of safeguarding are upheld at all times.
- To report any safeguarding concerns to the Senior Designated Person in line with the school's safeguarding policies.
- To adhere to all safeguarding policies, practices and expectations including online safety.

**Professional Conduct**

- To uphold and model the Preston Hedges Trust values of Ambition, Drive, Excellence and One Team at all times.
- To model respectful and positive behaviours, building professional relationships with staff, children and families.