



**Job Title:** Learning Support Assistant C

**Grade:** SCP 7 – 11

**Responsible to:** Appraisal Team Leader, Head of School

**Purpose of Job:**

- To provide cover for absent teachers, carrying out the functions of the teacher in accordance with the stated aims and objectives of the school
- To work with the Class teacher to support the needs of children in order to enable them to achieve their full potential and to make good progress. To support learning and provide for the care and welfare of pupils with special educational needs.

**Main Duties / Support for the Pupil**

- Provide care and support inside and outside the classroom for one or more individual pupils during the school day:
- monitor pupils' responses to learning and accurately record achievement and progress as directed
- Work with pupils on either a one-to-one basis or in a small group to support their learning and to develop literacy, numeracy and social skills both in the classroom and outside of the classroom environment
- Assist pupils' language development with appropriate support for reading, writing, speaking, asking and listening
- Facilitate small group work in the classroom, so that the teacher can work with students who have SEN
- Support individual pupils through internal assessments, tests and statutory assessments, in line with school and Trust procedures and as agreed with National Curriculum statutory assessments
- Assist with pupils' personal, behavioural and social development through appropriate guidance and advice within the context of the teacher's overriding responsibility for behaviour management in the classroom. Take a constructive role in preventing/minimising the effects of emotional and behavioural incidents
- Accompany pupils with specific difficulties on trips or visits
- Work with the teacher to establish an appropriate learning environment for pupils
- In collaboration with class teachers, support lesson planning, the assessment and reporting of the development of identified pupils

- Assist staff in the acquisition and preparation of resources which will facilitate wider inclusion for all pupils
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Support the school and Trust in evaluating their inclusive practice for SEN students
- When necessary give appropriate support to pupils by allowing the teacher time to give immediate intervention to individuals and groups during lessons
- Provide support for pupils during lunch time

### **Support for the School**

- Be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection
- Be aware of and support difference, and ensure all SEN pupils have equal access to opportunities to learn and develop
- Establish constructive relationships and communicate sensitively and effectively with other professionals, teachers, parents/carers to support the achievement and progress of pupils

### **Main Duties:**

Learning Support Assistant Cs are expected to carry out the following duties:

- Manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of the available resources
- Implement School and Trust policies with regard to registration, pupil absence, dress code, behaviour
- Enforce School and Balmoral Learning Trust rules relating to Health and Safety
- Facilitate the general progress and well-being of pupils
- Contribute to appropriate extra-curricular provision
- Provide classroom assistance and support for individual pupil needs if necessary
- Assess, record and report on the development, progress and attainment of the pupils assigned to her/him
- Attend relevant meetings
- May be required to provide short term cover for absent Staff (including cover for PPA) using plans for these lessons to be provided by the teacher
- Deliver lessons appropriate to the age and ability of the students so as to facilitate progression in students' learning; the plans and resources for these lessons to be provided by the class teacher

### **Resources**

- Operate relevant equipment/ICT packages
- Use administration and teaching supplies resourcefully

## **General Requirements**

- Attend and participate in training and development activities as required.
- Participate in professional development and review.
- Assist teaching staff or senior colleagues in escorting pupils home as and when required, as directed by the teaching staff.
- Attend meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies.
- Be an effective role model for the standards of behaviour expected of pupils.
- Have due regard to confidentiality, child protection procedures, health and safety, code of conduct and other statutory requirements and the policies of the school and Trust Board

## **Professional Values and Practices**

- Have high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and be committed to raising their educational achievement.
- Treat pupils consistently with respect and consideration, and be concerned with their development as learners.
- In line with the School and Trust's policy and procedures, use behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team.
- Reflect upon and seek to improve personal practice.
- Work within School and Trust policies and procedures and being aware of legislation relevant to your personal role and responsibility in the school.
- Build and maintain successful relationships with pupils, parents/carers and staff.

The post holder must:-

- promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.
- act in compliance with data protection principles in respecting the privacy of personal information held by the academy.
- comply with the principles of the Freedom of Information Act 2000 in relation to the management of academy records and information.
- carry out their duties with full regard to the academy's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other policies. the academy's Health and safety rules and regulations and with Health and Safety legislation.

In addition, the post holder will be required to undertake other reasonable duties within the level of the post as requested.

### **Note**

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.