

|   |                   |  |
|---|-------------------|--|
|  | <b>Job Title</b>  | Learning Support Assistant (36 hours per week)   |
|   | <b>School</b>     | Wembley Manor School   |
|   | <b>Grade</b>      | Scale 1 GLPC   |
|   | <b>Reports to</b> | <b><i>Day to day Line Manager: Class teacher</i></b><br><b><i>Overall responsibility: Head Teacher</i></b> |

### **1. Job Purpose:**

*(Summary of the overall purpose of the job)*

- 1.1 To carry out work, care and/or support programmes for pupils, under the instruction/guidance of teaching/senior staff.
- 1.2 To enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.
- 1.3 To contribute to the overall ethos, work and aims of the school.

### **2. Principal Accountabilities And Responsibilities:**

- 1.1 Supervise and provide support and assistance to individuals and groups of pupils ensuring their safety and effective access to learning and social activities.
- 1.2 Support learning activities and teaching programmes to take account of pupil needs and responses (including therapy advice).
- 1.3 Use the identified strategies and approaches to support and assist pupils to achieve learning targets (PIPs etc.)
- 1.4 Establish positive, constructive relationships with pupils and interact with them according to their individual needs.
- 1.5 Follow planned of learning activities.
- 1.6 Support with the recording of pupils' progress, achievements and responses in respect of all learning activities and teaching programmes.
- 1.7 Provide feedback to the teacher on pupil progress, achievements, and problems, and under guidance of the teacher provide feedback to pupils on their progress and achievements.
- 1.8 Assist in maintaining an orderly and supportive environment for pupils and teachers, and assist with the display of pupils' work
- 1.9 Assist with the preparation resources, including information and communication technology (ICT), for use in relevant learning activities and teaching programmes, and assist in the development of pupils' competence and independence in their use.
- 1.10 Follow RPT Marking and Feedback Policy.
- 1.11 Support pupils with all personal care and hygiene needs

- 1.12 Provide a range administrative support to teaching staff, including photocopying, word processing, filing etc.
- 1.13 Promote positive pupil behaviour, dealing promptly with conflict and incidents in accordance with the school's policies and procedures, and support pupils to develop and understanding of their behaviour and its impact and develop personal responsibility for their behaviour. Ensure Behaviour Plans, where needed, are followed.
- 1.14 Promote the inclusion and acceptance, and encourage self-esteem and independence, of all pupils.
- 1.15 Actively assist with supervision of pupils out of lesson times, including before and after school and at playtimes/lunchtimes (including supporting pupils in accessing play/games/equipment on the playground).
- 1.16 Accompany teaching staff and pupils on trips and school activities as required and take responsibility for a group under the general supervision of the teacher.
- 1.17 Positively participate in training and development activities and programmes, and attend and participate in meetings, as required; use this training and knowledge in everyday work.
- 1.18 Support constructive relationships with parents/carers, and appreciate and support other professionals.
- 1.19 Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
- child protection,
  - health, safety and security,
  - confidentiality, and
  - data protection.
- 1.20 Ensure all pupils have equal access to opportunities to learn and develop.
- 1.21 Undertake these duties within agreed school objectives, policies and procedures and promote RPT's Equal Opportunities Policy.
- 1.22 Adhere to our Staff Handbook and staff Code of Conduct at all times to support a positive, friendly working environment for all
- 1.23 Other appropriate duties as required

At RPT schools, every child is part of RPT's safe, respectful and vibrant community, in which they are effectively supported to learn, develop and build positive relationships with others. All staff must demonstrate commitment to safeguarding and will participate in an Induction process as well as undertake necessary safeguarding training.

---

I agree to undertake the duties listed above.

Name ..... Date:

Signed .....