



# Job Description

## Learning Support Assistant



**POST:** Learning Support Assistant

**RESPONSIBLE TO:** AHT for SEND - SENDCo

### Duties & Responsibilities

The post-holder may be expected to work with individual children having special, or particular, needs and/or groups of children - as directed. The following does not represent an exhaustive list but gives an indication of the role of the post.

The post-holder must have a good, general education and may be expected to possess a relevant qualification e.g. NNEB or NVQ equivalent. They will be expected to have had experience in working with, and be able to relate to and empathise with children.

### Classroom Preparation

- To prepare classroom and associated areas for use, setting out/putting away equipment, apparatus etc.
- Make up and maintain work or topic cards/ sheets/ books and other teaching aids – as necessary.
- To prepare work and notices for display, or other, purposes. Assist with/arrange displays.

### Planning and Organisation

- To participate in the planning process and discuss with relevant members of the teaching staff programmes for the lesson/day/week/term.
- To assist with the general management and organisation of children and the resources/equipment which support children to make progress.
- To assist with planning, organising and supervising educational visits and outings.

To participate in the planning process and contribute to the formation of: -

- Care Plans (if relevant)
- Individual Provision Maps

### Working with Children

Under the guidance/direction of relevant member(s) of the teaching staff:

- To work with individuals or specific groups of children on activities, such as:-
  - reading, writing Maths
  - practical, creative, physical activities
  - the use of specialised equipment e.g. computers.
  - environmental studies

To assist with the supervision of children:

- within classroom settings
- during School assembly
- at play/lunch times
- on outings and educational visits
- using cloakrooms/washrooms (for all pupils in Early Years and those in Key Stage One and Two who have specific needs which may or may not relate also to Special Educational Needs.)
- changing before/after recreational activities
- not participating in an activity

To assist children with:

- Toileting (this includes all pupils in Early Years and those in Key Stage One and Two who have specific needs which may or may not relate also to Special Educational Needs).
- The attainment of personal hygiene skills (this includes all pupils in Early Years and those in Key Stage One and Two who have specific needs which may or may not relate also to Special Educational Needs).
- The removal/replacement of clothing/footwear.

- By constructively help children to participate in activities by adapting and/or interpreting lessons and instructions accordingly.
- By refocusing children and ensure that they are 'kept on task'.

To guide and assist the development of children's:

- social behaviour, attitudes and skills
- independence skills
- language, literacy, mathematical, scientific, technological, manipulative and physical skills.

To assist with the implementation of specific learning, behavioural modification and therapy programme(s).

To support children with sensory/physical problems - as and when necessary, e.g:

- assist in mobility training
- assist in the provision of physical management programmes
- assist with alternative methods of communication with non-communicative children.

Assist in the formulation, implementation and maintenance of Provision Maps as prepared by the class teacher or SENDCO.

### **Assessment of Children**

- General observation of children, giving feedback to appropriate staff - as relevant.
- To monitor children's progress, or otherwise, identifying particular needs, difficulties, problems and, to discuss these with relevant member(s) of the teaching staff.
- To keep formal records of activities undertaken and retain evidence of developmental achievements
- To assist with assessment of activities, e.g. baseline/key stages.
- To provide information for, and contribute to, the annual review process and/or case conferences if requested. To attend any relevant meetings concerning the social and/or educational needs of the child(ren) – as required/directed.

### **Care and Welfare**

- To assist with support care/first aid - when necessary. Similarly to enter details of accidents in the record book and to deal with minor medical needs - such as checking phonic ear, hearing aids etc. When necessary, to issue prescribed medication - in line with the Schools policy and procedures and following prior agreement with the parent(s).
- To ensure Health and Safety regulations are complied with at all times.
- To assist pupils with toileting, cleaning and self-care needs, ensuring that the pupil's independence and self-esteem are considered at all times.

### **Professional Relationships**

- As necessary, to liaise with appropriate members of staff and, as directed, with parents, and representatives from professional support services e.g., health visitors, school nurse, social workers, psychologists and other agencies.
- To support persons undertaking training and work experience.
- To liaise with the School's Special Needs staff - as required and to contribute to the needs of the Governing Body, in relation to SEN, via the SENDCO.
- To remain confidential and professional when commenting about pupils to other members of staff, parents or external professionals.

### **Administration**

To undertake specific administrative tasks - associated with those children receiving special care or attention - as relevant and directed.

### **Other Associated Tasks**

Such as:-

- attending and contributing to staff meetings – as appropriate
- attending relevant courses/ training to develop experience and broaden awareness
- participating in all aspects of school life
- reinforcing the standards and expectations that exist within the school.

To ensure that confidentiality is maintained at all times.

To promote the positive image of the school within the local community.

To participate with the school's appraisal process.

**The duties of this post will be reviewed annually and may vary from time to time without changing their general character or level of responsibility entailed.**

Signed: .....

Postholder

Date: .....

Signed: .....

Date: .....