

Fordcombe C of E Primary School

Job Description Learning Support Assistant - Tenax Range 3

Responsible to: Headteacher

Line Manager: Special Educational Needs + Disability Co-ordinator (SENDCo)

Main purpose of the role:

- To assist the class teacher in a range of duties to support one specific Key Stage One child to ensure this pupil makes progress on targeted areas.
- To assist in development of this child's learning under the guidance of teaching staff/senior colleagues.

Duties and responsibilities:

Support for the pupil:

- To develop the pupil's ability to work independently
- To aid effective learning and develop cognition skills so that the pupil can develop literacy and numeracy skills to an age-appropriate level
- To develop the pupil's social and emotional skills, particularly their ability to regulate their emotions
- To give support to the pupil within the classroom, and on a withdrawal basis, individually or in a group of pupils.
- Provide feedback to the pupil in relation to progress and achievement (under guidance of the teacher).
- To actively encourage the development of the pupil's independence
- Supervise the pupil on visits/trips and out of school activities in accordance with your contract and under the supervision of the teacher.
- To carry out interventions with the purpose of developing the child's ability to regulate their emotions

Support for teachers:

- To assist the class teacher in the planning of suitable programmes for the pupil to reach their learning goals
- To make and assist with the preparation of materials and equipment for the pupil
- To implement structured learning activities/teaching programmes, adjusting activities according to pupil responses.
- Provide detailed and regular feedback to teachers and parents on pupils' achievement, progress, problems etc. to ensure consistency of approach and to share successful strategies
- Support the use of ICT in learning activities and develop the pupil's competence and independence in its use
- Administer routine assessment activities (including marking and feedback)
- To contribute to a system of recording pupil progress in conjunction with the class teacher and SENDCo
- To participate in the evaluation of the support programme
- To provide information for more formal discussions and meetings with parents and outside agencies
- To care for and comfort the pupil in times of distress or difficulty
- Work in harmony alongside existing staff and activities within the classroom

Support for the school

- To contribute to the overall vision and values of our school.
- To support the implementation of the school's procedures and policies, including Child Protection, Health and Safety and data protection reporting all concerns to an appropriate person
- To implement and be committed to Fordcombe's equal opportunities policy
- To be aware of confidentiality issues in regard to home/pupil/teacher/school and to keep confidences appropriately
- To establish relationships and communicate with other agencies / professionals to support achievement and progress of the pupil
- To participate in the annual performance appraisal and to agree, with your line manager, targets for the following year.
- To attend and participate in relevant meetings, training and INSET days as required
- To contact the Head Teacher by 7.30am if they are unable to attend school, due to sickness or any other circumstances beyond their control.
- Any other tasks as directed by the Head or SENDCo that are consistent with the duties for the post.