



Learning Support Assistant Job Description (KR4)

Overall Job Purpose

To work under the direct instruction of the Class teacher/Yr Group Manager/Deputy Head for Early Years & KS1/Inclusion Manager and Support Staff Manager to support access to learning for pupils and provide general support to the teacher in the management of pupils in the classroom.

A. Support for Pupils

1. Assisting in preparing the learning environment and the materials used therein
2. Managing pupil behaviour to ensure a purposeful and safe learning environment
3. Support the safeguarding of pupils at all times, reporting any concerns to the DSL(Headteacher)
4. Attend to pupils' personal needs including social, health, physical, hygiene, personal care, administering medication, first aid and welfare matters.
5. Support learning activities, promoting independent learning
6. Support intervention groups, IEPs and Provision maps
7. Attend in-service training courses and meetings as required to ensure all needs are met.
8. Implement programmes designed by other professionals e.g. Speech Therapists
9. Develop and promote positive inter-personal relationships
10. Establish good relationships with pupils', acting as a role model
11. Supervise pupils out of lesson times, including playtimes, lunchtimes and accompany pupils on visit, trips and out of school activities.
12. Dealing with any immediate problems or emergencies according to the schools' policies and procedures.
13. Respecting confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate

B. Support for Teachers

- To work under the direct instruction of Teacher/Support Staff Manager to support access to learning
- To assist the Class teacher in ensuring continuity and progression in the delivery of the Early Years Foundation Stage Curriculum and/or National Curriculum
- Use Information Technology as appropriate in your role including the use of Tapestry (online journal) to record observations and learning
- Record and report children's understanding and feedback to the CT
- Liaise with Class Teacher outside of contracted hours
- Reporting back as appropriate using the schools' agreed referral procedures on the behaviour of pupils during the class and any other issue arising.
- Lead a short class session e.g. story, circle time.
- Cover the Class Teacher for meetings or short absences from the class



- Collate data for the Class teacher
- Promote good behaviour and deal promptly with conflict and incidents in line with the school's behaviour policy
- Prepare resources/equipment required to meet the lesson plans.
- Assist the CT with record keeping and Tracking pupil progress

C. Other

- Reflect on and develop your own practice
- Attend and contribute to staff/team/school meetings and INSET when required
- Use Information Technology as appropriate in your role
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms following consultation with the recognised trade unions