
Learning Support Assistant

Job Description

2021

Job Description - Learning Support Assistant

Name:

Grade: Kent Range 3

Responsible to: Class teachers & SENCO

Purpose of the Job

To work with teachers as part of a professional team to support teaching and learning for pupils. To provide learning support to pupils who need particular help to make good progress from their starting points. This may include pupils with learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

Key duties and responsibilities

1. Assist with the Implementation of planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
2. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
3. Support the teacher in monitoring, assessing and recording pupil progress/activities.
4. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
5. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
6. Understand and support independent learning and inclusion of all pupils as required.
7. Work with pupils on therapy or care programmes, designed and supervised by a therapist/carer.
8. With the teacher ensure a supportive, well organised working environment for pupils.
9. To participate and supervise pupils in off-site activities as directed.
10. To support pupils with toileting and other personal care.
11. To supervise at playtimes to ensure the continued safety of the children.
12. Support pupils in using basic ICT.
13. To work allocated hours according to the working day as set out in appendix A

Personal responsibilities

1. Be aware of key school plans, policies and procedures, especially the Health and Safety Procedures and Child Protection Procedures.
2. Take part in Performance Management in order to identify and agree development and training needs.

3. Within your contracted hours, undertake Induction Training and other training as identified in Performance Management Processes, as may be required to enable you to provide the school with effective support. Training may be provided centrally or in school.
4. Within your contracted hours, attend staff meetings as required.
5. Be aware of the learning and physical needs of the pupils you support.
6. Respect the confidentiality of pupil information and respond sensitively to pupils' needs.
7. To promote the safeguarding of children.

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Signed..... Date:.....

Signed..... Date:.....

Appendix A

The working day for TA's is as follows:

8:45 – 1:00

1:00 – 1:30 – Lunch break

1:30 – 3:20

Total hours per day = 6hrs 5 minutes

i.e. full time TA = 30.5 hrs per week

4 days TA = 24.33 hrs per week

3 days TA = 18.25 hrs per week

2 days TA = 12.16 hrs per week.