

## Learning Support Assistant - Job Description

### Responsible to the Head of School

#### Purpose of the Job:

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

#### Key duties and responsibilities:

- To work under the direction and guidance of the Head of School, SENCo and Class Teacher
  - Work with individuals or small groups of pupils inside and out of the classroom under the direct supervision of teaching staff and provide feedback to the teacher
  - Support pupils to understand instructions, support independent learning and inclusion of all pupils
  - Support the teacher in behaviour management and keeping pupils on task
  - Teach phonics daily as part of the Read, Write inc programme
  - Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
  - Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment
  - Record basic pupil data
  - Support children's learning through play
  - Assist with break-time supervision including facilitating games and activities
  - Assist with escorting pupils on educational visits
  - Support pupils in using basic ICT
  - Assist with pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate
  - Physically assist pupils in activities (may involve lifting, where mobility is an issue)
  - Assist with pupils on therapy or care programmes, designed and supervised by a therapist / teacher
  - Retain a positive attitude towards the role and where issues arise, discuss with the line manager to enable the issue to be resolved
  - Model positivity towards others and support team members in overcoming issues and difficulties that may arise
  - To model and hold others to account for living and working within the school's values
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