

Learning Support Assistant Job Description

Updated September June 2022

Review Date: June 2023



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| Title | Teaching Assistant |
| Location | Little Acorns School, London Beach Farm, Ashford Rd, Tenterden Kent TN30 6SR |
| Accountability | Class Teacher Head Teacher |

Purpose & Objective

Under the instruction and guidance of the Head Teacher, Class Teacher and other professionals you will undertake educational activities and attend to the educational, personal and social needs of the pupils in order to support their learning and development and ensure their safety. You will assist in the support of small groups or individual pupils.

Responsibility: Supporting the Pupil

Develop an understanding of the specific needs of the children concerned.

Taking into account the special needs involved, to aid the child/ren to learn as effectively as possible both in group situations and on his/her own by:



- Clarifying and explaining instructions
- Ensuring the child is able to use equipment and materials provided
- Motivating and encouraging children as required
- Assisting in areas of weakness, eg language, behaviour, reading, spelling, handwriting, presentation etc
- Helping pupils to concentrate on and complete work set
- Liaising with class teacher devising complementary learning activities
- To encourage pupils to become more independent working
- To attend to the personal care needs of pupils; this may include toileting, other hygiene needs, help with dressing and/or assisting with feeding as required.
- All care needs are part of an individual learning programme and should be taught to promote independence.
- To assist with cleaning the classrooms and toilet areas.
- To implement behaviour management programmes and promote positive behaviour in pupils through high expectations.

To establish a supportive relationship with the children concerned

To develop methods of promoting/reinforcing children's self-esteem, motivation and self-worth

To ensure that the Rewards & Sanctions system in place in the School is fully supported
To reinforce the targets set in the child's PEP and EHCP outcomes.

Responsibility: Supporting the Teacher

To assist the class teacher in the development of a suitable programme of support for the child/ren

To keep a daily record of the children's progress and behaviour in the digital log book

To contribute to the maintenance of child/ren's progress record

To participate in the evaluation of the support programme through a regular review process

To respect the confidential nature of information regarding pupils

To have access to all relevant up-to-date files and documentation

To provide teaching support to individual pupils or small groups in the classroom and school in general

To assist, where appropriate, in the drawing up of individual pupil learning programmes

To assist the teacher with observation and monitoring of the progress of children

To promote positive behaviour patterns, raise self-esteem and improve independent working in children to assist in their education and growth

To develop learning opportunities based on pupils prior learning

To assist the teacher where necessary with preparation and clearing away of the classroom and materials to ensure effective and efficient teaching

To set up learning environments, which may include laptops, tablets, switch operated equipment and displays

To supervise school playtimes

Support for the Curriculum

- To develop your knowledge of the curriculum and schemes of work used by Little Acorns School, and contribute ideas to develop pupils learning and skills.
- To contribute to the development and evaluation of curriculum plans and schemes of work used by Little Acorns School.
- To support the teaching of literacy, numeracy and other specific curriculum areas as required and agreed with the Head Teacher and Class Teacher.
- To support learning through the development and production of work related tasks and materials.

Training expectations:

To make a commitment to your own professional development, undertaking training that is identified through appraisal and the school development plan.

To undertake training and implement school policies and procedures including: -

- * Child Protection Training
- * Securicare Training
- * First Aid Training
- * Health and Safety
- * Fire Safety
- * Food Safety
- * Risk Assessment
- * COSHH

Support for the School



- To work collaboratively with colleagues as part of a professional team, in particular the class teacher and other teaching assistants
- To assist in the general efficient operation of the school, including providing cover for other staff where necessary and as directed by the Head Teacher.
- To attend staff meetings, participate in appraisal arrangements and undertake training and development activities.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
- To undertake and contribute to the risk assessment of the environment and activities, ensuring that pupils and staff are safe at all times.
- To maintain an up to date knowledge of school policies and working practices.
- To undertake tasks of a similar nature and level, as directed by the Head Teacher.