



Swalecliffe Community Primary School  
*Believe, Achieve, Succeed*

## Learning Support Assistant Job Description

- Supervise the activities of individuals or groups of children within the classroom and outside learning environments
- Under the instruction/guidance of a teacher support pupils with additional needs in meeting their Individual Education Plan targets
- Follow the school's Behaviour Policy and any Individual Behaviour Plans
- Assist pupils in the use of resources including IT
- Maintain pupil's interests and motivation
- Assist pupils, on an occasional basis, with personal hygiene routines including toilet training, changing of incontinent /sick children, dressing and undressing
- Support individuals and groups with work assigned by the teacher in raising core skills
- To be aware of pupil's individuality, achievements, progress and report or record as agreed with class teacher
- Establish a constructive relationship with pupils and interact with them according to individual needs
- Provide feedback to pupils and parents in relation to progress and achievement under the guidance of a teacher
- Provide support for learning activities by making a contribution to supporting a teacher in the planning and evaluation of learning activities
- Make a contribution to organising safe and secure learning environments in which children have the opportunity to interact and explore
- Design and produce displays
- Contribute information to pupil records (e.g. assessment information)
- Build effective partnerships with parents
- Monitor pupil's responses to learning activities and record achievement/progress as directed
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos and aims of the team and school and attend and participate in relevant meetings as required

- Supervise and support pupils during lunchtime (TA lunch will be allocated before or after the duty)
- Carry out any other reasonable tasks required by SLT.

Adhere to school policies and any school-specific procedures / rules that apply to this role.

Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.