

## **JOB DESCRIPTION – LEARNING SUPPORT ASSISTANT**

### **Job details**

**Job title:** Learning Support Assistant

**Grade:** KR4 – KR6

**Reporting to:** Assistant Headteacher - SENCo

### **MAIN PURPOSE**

To work with teachers to support teaching and learning, providing general and specific assistance to students with Special Educational Needs through interventions and in class targeted support.

### **DUTIES AND RESPONSIBILITIES**

1. To work under the direction of the Assistant Headteacher, to support students with identified needs in their educational and social / behavioural development. This work may involve working with individuals, a small group of children or the whole class.
2. To facilitate students' access to the curriculum by clarifying and explaining tasks and instructions, developing understanding through questioning, providing differentiated resources, helping with personal organisation and planning of work whilst also encouraging independent learning skills.
3. Liaise with teachers regarding planning and differentiation of work for students with SEND.
4. To provide additional support for students who have alternative access arrangements including acting as invigilator, scribe, reader etc. for internal and external exams.
5. Under direction, deliver interventions and specific programmes to support student progress, for example: reading, comprehension, spelling, handwriting groups, speech and language etc.
6. Contribute to creating a caring, supportive, purposeful and stimulating environment which is conducive to students' learning by developing resources, including photocopying, filing and the display and presentation of pupil work.
7. Be aware of and comply with policies and procedures relating to safeguarding, child protection, health and safety, security and confidentiality, reporting all concerns to appropriate person to ensure students' wellbeing.



8. To undertake training and other learning activities and attend relevant meetings, as required, to ensure own continuing professional development.
9. To accompany students on off-site activities and external provisions e.g. school trips, placements.
10. To undertake support activities outside of lessons e.g. break/lunch time supervision as required.
11. Support the teacher in behaviour management and keeping students on task.
12. Support students in social and emotional well-being, reporting problems to the teacher as appropriate.

Learning Support Assistants in this role may also undertake some or all the following:

- Record student data
- Carry out duties and break and lunch supervision as directed
- Support students in using ICT

**Footnote:** 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.



## PERSON SPECIFICATION

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
<b>QUALIFICATIONS</b>	Level 1 or 2 Diploma (or equivalent) with proficient practical skills, including a minimum of Level 2 in English and Mathematics (E)
<b>EXPERIENCE</b>	Previous experienced of working with children (D)
<b>SKILLS AND ABILITIES</b>	<p>Numeracy and literacy skills (E)</p> <p>Basic IT skills (E)</p> <p>Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly (E)</p> <p>Good influencing skills to encourage pupils to interact with others and be socially responsible (E)</p>
<b>KNOWLEDGE</b>	Knowledge of policies and procedures relating to safeguarding, child protection, health, safety, security, equal opportunities and confidentiality (D)