



The Wyvern School

JOB DESCRIPTION LEARNING SUPPORT ASSISTANT

(Salary - Kent Range A - Term time only plus 5 staff development days)

Responsible To:

- Head teacher
- Class Teacher / Senior HLTA for day-to-day supervision

RESPONSIBILITIES AND DUTIES

Under the direction and guidance of the class teacher to support pupils. They will work as part of a team with the class teachers and other Learning Support Assistants.

Report to: Class Teacher/ Pathway Lead / Assistant Head teacher

Principle Duties and Responsibilities

- 1) To work under the direction and guidance of the Head Teacher and class teacher to assist in the educational and social development of pupils in any area of the school as required including all satellite classes.
- 2) To provide academic support for the individual children within a group or class situation to enable them to participate fully in class activities; to be prepared to work with small groups of children both in and out of class.
- 3) Assist teacher with observation and monitoring of the progress of the children, maintaining accurate records, in order to ensure documentation of any relevant interventions with the children
- 4) Support pupils with social, emotional, behavioural and mental health needs and assist with the development of social skills to promote positive behaviour patterns, raise self-esteem and improve independent working and self-regulation
- 5) To participate in the implementation of individual education and, as appropriate, behaviour programmes for pupils as designed by the teaching staff. Duties will include monitoring the progress of pupils educationally and socially

- 6) Assist pupils in gaining social education. Duties may involve accompanying pupils and their teachers on journeys, which may include going to local shops, and on educational visits. The use of public transport may be involved.
- 7) Accompanying teachers on educational journeys or on other off-site activities such as trips to places of interest, taking pupils to football, swimming or horse riding. Duties may include being asked to drive the school mini-bus or taking part in physical educational activities.
- 8) Work with individual pupils to deliver programmes devised by other professionals, e.g. speech therapists, occupational therapists, as necessary
- 9) To care for sick pupils whenever necessary during their hours of work, including administering daily and emergency medication – necessary training will be provided.
- 10) Maintain and care for the resources used in the classroom.
- 11) Help in the preparation and tidying of the classroom throughout the day.
- 12) To help with hoisting, dressing, feeding, toileting, showering/bathing and cleaning and changing pupils.
- 13) Undertake the supervision of pupils in the temporary and short-term absence of teaching staff.
- 14) To undertake playground duties to ensure safety on the playground and to model and foster appropriate social skills.
- 15) Learning Support Assistants may be involved in some direct contact with parents over individual pupils. However, such contact is normally maintained by teaching staff. If liaison does occur it may be in writing, by telephone or through direct contact.
- 16) Learning Support Assistants may be asked to participate in maintaining a pupil log and in establishing regular contact between the school and parents.
- 17) To drive (if you are able) the school mini-bus in order to escort pupils to local shops, on school trips and work experience etc.
- 18) To develop your skills and abilities by taking part in staff training courses provided during working hours. Other training opportunities will be available outside these hours.
- 19) To take part in or be represented at departmental meetings and whole-staff meetings.

- 20) To respect the confidential nature of all information gained either verbally or in writing.
- 21) A Learning Support Assistant is responsible directly to the Headteacher for the safety and well-being of pupils when left alone with them.
- 22) A Learning Support Assistant shall perform in accordance with any direction which may be reasonably given to him/her by the Head teacher.
- 23) Working as a Learning Support Assistant is a physically demanding job that requires staff to be dynamic to the risks and safety needs of our children with complex needs. The ability to respond promptly and proactively is necessary in all of our classes.

The duties may be varied to meet the changing demands of the school and these duties may therefore be changed at the discretion of the Head teacher and following consultation with you.