**Thurnham C of E Infant School**

**Learning Support Assistant - Kent Range 3 Job Description**

**Responsible to**: Headteacher

**Line Manager**: Special Educational Needs Co-ordinator (SENCO)

# Main purpose of the role:

* To assist the class teacher in a range of duties to support one specific child with anxieties and emotional needs to ensure this pupil makes progress on targeted areas.
* To assist in development of this child’s learning under the guidance of teaching staff/senior colleagues.

# Duties and responsibilities:

Support for the pupil:

* To develop the pupil’s ability to work independently
* To aid effective learning and develop cognition skills so that the pupil can develop literacy and numeracy skills to an age-appropriate level
* To develop the pupil’s social and emotional skills, particularly their ability to regulate their emotions
* To give support to the pupil within the classroom, and on a withdrawal basis, individually or in a group of pupils.
* Provide feedback to the pupil in relation to progress and achievement (under guidance of the teacher).
* To actively encourage the development of the pupil’s independence
* Supervise the pupil on visits/trips and out of school activities in accordance with your contract and under the supervision of the teacher.
* To carry out interventions with the purpose of developing the child’s ability to regulate their emotions

# Support for teachers:

* To assist the class teacher in the planning of suitable programmes for the pupil to reach their learning goals
* To make and assist with the preparation of materials and equipment for the pupil
* To implement structured learning activities/teaching programmes, adjusting activities according to pupil **r**esponses.
* Provide detailed and regular feedback to teachers and parents on pupils’ achievement, progress, problems etc. to ensure consistency of approach and to share successful strategies
* Support the use of ICT in learning activities and develop the pupil’s competence and independence in its use
* Administer routine assessment activities (including marking and feedback)
* To contribute to a system of recording pupil progress in conjunction with the class teacher and SENCo
* To participate in the evaluation of the support programme
* To provide information for more formal discussions and meetings with parents and outside agencies
* To care for and comfort the pupil in times of distress or difficulty
* Work in harmony alongside existing staff and activities within the classroom

# Support for the school

* To contribute to the overall vision and values of our school.
* To support the implementation of the school’s procedures and policies, including Safeguarding, Health and Safety and data protection reporting all concerns to an appropriate person
* To implement and be committed to Thurnham C of E Infant School’s equal opportunities policy
* To be aware of confidentiality issues in regard to home/pupil/teacher/school and to keep confidences appropriately
* To establish relationships and communicate with other agencies / professionals to support achievement and progress of the pupil
* To understand and apply the school policies on learning and behaviour, and the Statutory guidelines relating to disability discrimination and special educational needs.
* To maintain confidentiality and sensitivity to the pupil’s needs but have regard to the safeguarding procedures of the school and Surrey Local Authority.
* To participate in the annual performance appraisal and to agree, with your line manager, targets for the following year.
* To attend and participate in relevant meetings, training and INSET days as required
* To contact the Deputy Head teacher by 7.30am if they are unable to attend school, due to sickness or any other circumstances beyond their control.
* Any other tasks as directed by the Head or SENCo that are consistent with the duties for the post.