

**Maypole Primary School**  
**Learning Support Assistant Job Description**

**JOB TITLE:** Learning Support Assistant

**POST HOLDER:**

**LINE MANAGER:** Inclusion Manager

**PURPOSE OF JOB:** To assist in the support and inclusion of pupils with special educational needs within the school.

**JOB DUTIES:**

***A. Supporting the pupil***

1. To develop knowledge of a range of learning support needs relevant to the school.
2. To develop an understanding of the specific needs of pupils to be supported.
3. To aid pupils to learn as effectively as possible in whole class, group situations and individually, inside and outside of the classroom whilst promoting independent learning.

For example:

Clarifying and explaining instructions.

Ensuring pupils are able to use necessary equipment.

Motivating and encouraging pupils.

Assisting in areas of specific weakness, such as speech and language or writing tasks.

Helping pupils to concentrate on and finish work set.

Attending to pupils' personal and health needs.

Developing appropriate resources to support pupils.

Assisting in the management of pupils' social interactions and behaviour.

4. To establish a warm and supportive relationship with the pupils concerned.
5. To encourage and facilitate acceptance and inclusion of all pupils.
6. To manage pupils as advised the Inclusion Manager and class teacher.
7. To use methods of promoting/reinforcing pupils' self esteem.
8. To ensure the safety of pupils in your care.
9. To carry out any specific duties as outlined in pupils' individual education plans (IEPs) / provision maps.

***B. Supporting the Inclusion Manager and class teacher***

1. To assist the Inclusion Manager to develop a suitable programme of support and then carry out the programme.
2. To maintain the SEN team's system of recording and monitoring of pupils' progress.
3. To provide feedback about pupils' difficulties and/ or progress to the Inclusion Manager and class teacher.
4. To write reports about pupils' progress as requested by the Inclusion Manager.

6. To help adapt/ find differentiated materials to enable pupils to access the class curriculum.
7. To report any problems about arrangements or any incidents to the class teacher or Inclusion Manager.
8. To report any serious incidents involving pupils to a member of leadership team.

### ***C. Supporting the school***

1. To complete regular school duties and other assigned tasks as necessary for ensuring the efficient and effective day to day operation of the school routine.
2. To be aware of one's personal timetable at all times, any requests for changes to be agreed first following school procedures.
3. Where appropriate, to foster links between home and school
2. To liaise, advise and consult with other members of the SEN team
3. To contribute to Annual Review meetings, as appropriate.
4. To participate in relevant professional development.
5. To be aware of / follow school policies and procedures.
6. To maintain confidentiality about home-school / pupil-teacher/ school work matters.
7. To complete any other task as directed by the Headteacher, Deputy Headteacher or Inclusion Manager.

### ***D. Personal education and qualifications***

1. To have qualifications in Maths and English GCSE, grade C or above or equivalent.
2. To have Learning Support Assistant Level 3 qualification or higher education qualifications.
3. To have the ability to speak and write clearly.
4. To have ICT skills to support pupils' learning.

### ***E. Training and personal development***

1. To demonstrate a willingness to undertake appropriate training in line with the school's needs.

### ***F. Personal qualities***

1. To have the ability to relate well to pupils and adults, understanding their needs and being able to respond accordingly.
2. To work as a team member, building a good working rapport with colleagues.
3. To maintain the ethos of the school as set by the Headteacher and Governing Body.
4. To be flexible and willing to contribute to the wider needs of the school.

Signed:

Signed:

Date:

