



## **Ripplevale School Learning Support Assistant Job Description**

**Name of Post Holder:**

**Post Title:**                **Learning Support Assistant**

**Post Purpose:**

To support pupils or specified individual pupil with Special Educational Needs in all areas of the curriculum under the guidance of the class teacher

**Reporting to:**            Deputy Head/Head of School/CEO

**Responsible for:**        None

**Liaising with:**         Teaching Staff

**Working Time:**        Mond – Thurs – 8:30 – 3:45 – Friday – 8:30 – 1pm

**Disclosure level:**      Enhanced

### **Summary of main duties/tasks of post**

- To support teaching staff in the delivery of learning programmes
- To provide support in the form of note taking, one to one guidance or specific skills improvement as required
- To work with individual pupil or as directed with small groups to deliver an agreed programme devised by teaching staff
- To work in partnership with teaching staff to support learning and curriculum delivery
- To support pupils in class
- To maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To liaise with class teachers in preparation for and feedback from class lessons.
- To help prepare and maintain daily diaries and keep all records required by Ripplevale School policies and statutory requirements.
- To attend staff meetings as required.

## **Staffing**

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in any relevant areas.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

## **Quality Assurance**

- To help to implement school quality procedures and to adhere to those.
- To take part, as may be required, in the review, development and management of activities relating to the organisation and pastoral functions of the school.

## **Communications and Liaison**

- To communicate effectively with the parents of pupils as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in liaison activities such as reviews, parents evenings and open day.
- To participate in occasional extra-curricular activities such as evening theatre visits and annual camp.

## **Management of Resources**

- To contribute to the process of ordering and allocation of equipment and materials, where appropriate.
- To assist managers to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the pupils.

## **Pastoral System**

- To promote the general progress and well being of individual pupils.
- To liaise with the Education and Family Liaison Officers to ensure the implementation of the school's Pastoral System.
- To evaluate and monitor the progress of pupils and keep up to date pupil records as may be required.
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of pupils and with persons and bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff.
- To apply the school's behaviour management systems.

## **School Ethos**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To promote actively the school's corporate policies.

- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.

### **General Duties**

- To undertake the professional duties of Learning Support Assistant
- To work in accordance with the school's agreed policies and procedures as contained in the school handbook.
- To ensure that all activities are carried out in accordance with Equal Opportunities legislation and the school's Equal Opportunities Policy.
- To undertake your personal Health and Safety responsibilities within the HASAWA 1974.
- To undertake any other duties that are reasonably assigned to you commensurate with the level of the post.

**The above outlines the main duties and responsibilities of the post but may not identify each individual task to be undertaken.**

### **Child Protection & Safeguarding**

- To make yourself aware of all policies and ensure that you abide by Ripplevale School's Child Protection & Safeguarding Policies, which contain the names and points of contact for all relevant agencies.
- To participate in all Child Protection & Safeguarding training required by the school.
- To immediately report any incidents of a child protection/safeguarding nature to the school's Designated Safeguarding Lead, the Head of School/CEO/Deputy Heads or the Directors.
- Failure by a member of staff to report actual or suspected physical, sexual or emotional abuse or neglect of a pupil is a disciplinary offence.

### **Signatures:**

The school will undertake to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for an employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed: ..... (LSA)

Date: .....

Signed: ..... (Manager)

Date: .....