**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 a child with anxieties and emotional needs to ensure this pupil makes progress on targeted areas. Or a small group of learners
* To assist in development of this child’s learning under the guidance of teaching staff/senior colleagues.
* To play a supportive role in the development of the nurture group in accordance with the nurture group principles to ensure that barriers to learning are learning are reduced and to support students achieve their full potential.

**Support for the pupil:**

* To develop the pupil’s ability to work independently
* To help the child regulate their emotions
* 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 Kent 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.