

# Job description for Learning Support Assistant

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| Date |  |
| **Name** |  |
| **School** | Sheldwich Primary School |
| **Post held** | Learning Support Assistant |
| **Salary scale** | Kent Range 4 |
| **Management Competencies** | Staff competency definitions relate to our expectations of staff and this job description – please see ‘Staff Competency Definitions’ within our Performance Management Policy. Detailed information on Personal competencies, Social competencies and Operational excellence requirements combine with this job description to define this role. |
| **Specific Responsibilities** | To assist in the support and inclusion of children with special educational needs within a mainstream school. |
| **To whom**  **Responsible** | Headteacher / Class Teacher / Additional Educational Needs Co-ordinator |
| **Duties and Responsibilities** | 1. To develop a knowledge of a range of learning support needs and to develop an understanding of the specific needs of the children to be supported. 2. Taking into account the learning support involved, to aid the children to learn as effectively as possible both in group situations and on his/her own by, for example:    * clarifying and explaining instructions;    * ensuring the child is able to use equipment and materials provided;    * motivating and encouraging the child as required;    * assisting in weaker areas, e.g. language, behaviour, reading, spelling, handwriting, presentation etc.    * helping pupils to concentrate and finish work set;    * meeting physical needs as required whilst encouraging independence;    * liaising with class teacher and AENCO about individual education plans;    * developing appropriate resources to support the children.      1. To establish a supportive relationship with the children concerned. 2. To encourage acceptance and inclusion of the child with special needs. 3. To develop methods of promoting/reinforcing the child’s self-esteem. |
| **Supporting the teacher** | 1. To assist, with the class teacher (and other professionals as appropriate), in the development of a suitable programme of support for children who need learning support. 2. To work with specific groups or individuals as directed by class teacher. 3. In conjunction with the class teacher and/or other professionals to develop a system of recording the child’s progress. 4. To contribute to the maintenance of children’s progress records. 5. To participate in the evaluation of the support programme. 6. To provide regular feedback about the children to the teacher. |
| **Supporting the School** | 1. Where appropriate, to develop a relationship to foster links between home and school. 2. To liaise, advise and consult with other members of the team supporting the children when asked to do so. 3. To contribute to reviews of children’s progress, as appropriate. 4. To attend relevant in-service training. 5. To be aware of school procedures. 6. To be aware of confidential issues linked to home/pupil/teach/school work and to keep confidences appropriately.   Any other tasks as directed by Headteacher which fall within the purview of the post. |
|  | Your job description is intended as a reference document which identifies your main responsibilities and activities. |
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This job description may be amended at any time as and when required.

Signed: …………………………………………………………..………………… Date…………………….

Signed: ……………………………………………………………………………. Headteacher