



## **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.

