



## **Apprentice Learning Support Assistant**

**Grade: H1**

**Working hours and pattern: 32.5 hours per week – 39 weeks**

### **Main purpose**

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

### **Key Responsibilities**

1. Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.
2. Support pupils to understand instructions support independent learning and inclusion of all pupils.
3. Support the teacher in behaviour management and keeping pupils on task.
4. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.

### **Learning Support Assistants in this role may also undertake some or all of the following:**

1. Record basic pupil data.
2. Support children's learning through play.
3. Assist with break-time supervision including facilitating games and activities.
4. Assist with escorting pupils on educational visits.
5. Support pupils in using basic ICT.
6. Invigilate exams and tests.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

### **Knowledge and Understanding**

- Work towards developing expertise, knowledge and skills in understanding the needs of SEND students.
- Work towards developing a good working knowledge of barriers to learning such as SEND or SEMH needs.
- Acquire a level of subject and curriculum knowledge which is appropriate to your role.
- Take responsibility for ensuring that your own knowledge and understanding is up to date.
- Engage with appropriate training opportunities to promote professional effectiveness in this role

## **Teaching and Learning**

- Use the behaviour policy consistently.
- Ensure that effective, non-confrontational behaviour management strategies are employed.
- Take direction from teachers and other staff about which students to support.
- Support teachers in delivering minimum classroom expectations.
- Maintain a stimulating and safe learning environment.
- Communicate effectively and sensitively with students. Model standard English always and support students developing oracy.

## **Personal and Professional Conduct**

- Work to high professional standards embodying the core values of Respect for All, Achievement for All.
- Forge positive and mutually respectful relationships with colleagues and students.
- Have regard for the school's Safeguarding policy and work to keep students safe always.
- Be a reflective practitioner using quality assurance and performance management feedback to improve your own practice.
- Support the operational running of the school's by undertaking supervision duties.

## **Supervision**

- The jobholder will usually be managed by the SENCO or by a more senior Learning Support Assistant.
- Day to day direction/supervision will usually come from the class teacher or individual covering the class in the absence of the class teacher.
- The post holder will follow detailed instructions and/or is closely supervised with little scope for discretion; problems are generally referred.
- The post holder will have no supervision responsibilities of other staff.