



JOB TITLE: Learning Support Assistant

RESPONSIBLE TO: SENCo

GRADE: H2 - H3

PURPOSE OF THE JOB

To support the education, emotional and social welfare of named pupil(s) who need particular help to overcome barriers to learning.

MAIN AREAS OF RESPONSIBILITY

- The adult will work with the child to either support in class learning or to deliver an alternative curriculum as directed by the class teacher.
- The adult will be responsible for overseeing the child's learning tasks.
- The adult will be expected to liaise with the teacher to discuss the class timetable, expectations and learning, and to keep the teacher informed of the child's learning.
- The adult will need to apply their initiative to support the child emotionally and socially and to be able to engage them in practical learning tasks.
- The adult will be expected to keep records of work and evidence of progress made by the child, in line with the child's targets.
- The adult will need to be confident to work with a variety of professionals, the SENCO and classroom staff.
- The adult will be expected to understand and carry out provision targets set by the child's Education, Health and Care Plan, plus any set by professionals working with the child.
- The adult needs to be friendly, patient and ideally have some experience in Special Educational Needs (although this is not essential).
- The adult should expect to undertake training offered to inform them of improved practice.
- The adult may be expected to work alongside the child in other activities such as PE, school events and whole class activities if they are scheduled during the adult's working hours.
- The adult will challenge and motivate the child and enable them to make positive choices with regard to their own learning and behaviour.
- The adult will work as part of the year group and key stage team.
- The adult will help the child to manage and regulate their emotions, and to help with social interactions and skills.
- The adult will liaise with the SENCO weekly to ensure they are confident in their role.
- The adult will be valued as the child's 'champion'; someone to ensure that the child is heard and understood.



EQUALITIES

To be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to health and safety including risk assessments in your area and report all concerns to an appropriate person. In addition, to keep up to date with school's information regarding children's dietary needs and allergies.

SAFEGUARDING

Be aware of and comply with policies and procedures relating to child protection and report all concerns to an appropriate person.

ADDITIONAL INFORMATION

- Attend the weekly staff briefing or read the minutes and respond as necessary. All learning support staff can attend curriculum staff meetings.
- Meet with the SENCo as part of the annual appraisal cycle, to acknowledge successes, resolve challenges and discuss professional development.
- Respect the confidential nature of information you receive about children and their families and ensure this is only discussed in appropriate professional contexts, and shared with other professionals on a "need to know" basis.

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices. All staff should make every effort to attend team meetings as required.

** 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. This post is a fixed term contract either linked to named pupil(s) or for a fixed time period.