



## **JOB DESCRIPTION**

### **Learning Support Assistant H2**

**Date:** September 2022

**Pay Scale:** H2

**Hours:** Mon-Fri 8.20am – 3.20pm. Term-time only (38 weeks) plus two training days

**Reporting to:** Head/Deputy Head of Inclusion

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

#### **Responsibilities:**

- Work with individuals or small groups of students in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
- Support students to understand instructions support independent learning and inclusion of all students
- Support the teacher in behaviour management and keeping students on task
- Support students in social and emotional well-being, reporting problems to the teacher as appropriate
- Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of students work and contribute to maintaining a safe environment
- Supporting the SEMH of students and reporting concerns following RPS Safeguarding procedures.

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

- Record basic student data
- Attend progress meetings/parent meetings with the SENDCo and parent/carers
- Mentoring/being a key worker for students and keeping accurate records of meetings
- Support children's learning- adapting resources/scaffolding learning/chunking activities
- Assist with break-time supervision including facilitating games and activities
- Assist with escorting students on educational visits
- Support students in using basic ICT
- Invigilate exams and tests
- Assist students with eating, dressing and hygiene, as required, whilst encouraging independence.



## Person Specification

<b>Knowledge</b>	<b>Competencies</b>
NVQ level 1 (or equivalent) Basic knowledge of ICT Awareness of health, wellbeing and safety Awareness of keeping children safe Awareness of data protection and confidentiality Basic knowledge of First Aid Understanding School ethos and values	Communication (written and verbal) Problem Solving Team working Active Listening Motivation