|  |  |
| --- | --- |
| **Learning Support Assistant Job Description Job Title** | **Learning Support Assistant** |
| **Grade** | Scale 2 - 11-14, £15,807 - £16,491 pro-rata per annum |
| **Reports to** | Class Teacher, Inclusion Leader (SENDCo), SLT/Head teacher |
| **Responsible for** | Other learning assistants/work experience |
| **Liaison with** | Teaching staff, support staff, Head teacher, pupils, parents |
| **Job Purpose** | To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and School policies and procedures. |
| **Head teacher Accountabilities** | * Working with individuals or small groups of children under the direction of teaching staff * Implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to pupils’ responses as appropriate. |
| **Duties** | ***Support for the pupil***   * Support pupils with activities which support speech, language and communication skills * To aid effective learning and develop cognition skills so that the pupil can gain basic literacy and numeracy skills * To develop the pupil’s social and emotional skills so that communication can be initiated and interactions take place between children and adults for example by clarifying and explaining instructions, using visual cues and prompts to support comprehension * Using specific intervention programmes such as those set by speech therapists * Promote positive pupil behaviour in line with School policies and help keep pupils on task * Interact with, and support pupils, according to individual needs and skills * Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources * Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher * Provide partial support at lunchtime * To attend to pupils’ personal needs including help with social, welfare and health matters, including minor first aid. * Supervise the pupil on visits/trips and out of school activities in accordance with your contract and under the supervision of the class teacher.   ***Support for the teacher***   * Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour * Monitor and record pupil activities as appropriate writing records and reports as required * To support learning by arranging/providing resources for lessons/activities under the direction of the teacher * Liaising with class teachers, SENDCo, and with parents and carers * Support the use of ICT in the classroom and develop pupils’ competence and independence in its use * To participate in the evaluation of the support programme * To care for and comfort the pupil in times of stress or difficulty * Work in harmony alongside existing staff   ***Support for our school***   * To contribute to the overall Christian vision and values of our school * To be aware of confidentiality issues in regard to home/pupil/teacher/school and to keep confidences appropriately * To attend and participate in relevant meetings, training and INSET days as required * Any other tasks as directed by the Head or Inclusion Leader (SENDCo)that are consistent with the duties for the post. |