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| **Post: Learning Support Assistant Level 2** |

**Purpose:**

To work under the instruction and guidance of the SENDCO/Support & Inclusion Manager and teaching staff to support the delivery of quality learning and teaching. To undertake intervention and provide learning support for pupils in the classroom. To enable access to learning for all pupils.

Work may be carried out in the classroom or outside the main teaching area.

**Main duties and responsibilities:**

* Supervise and provide particular support for pupils, including those with Special Educational Needs, ensuring their safety and access to learning activities.
* Undertake structured and agreed learning activities, adjusting activities according to pupils’ needs.
* Undertake programmes linked to national learning strategies, eg literacy, numeracy and different programmes of study at KS3 and KS4. Feedback appropriately to the teacher.
* Assist pupils in their use of equipment and resources as required to meet the learning activity.
* Support pupils with their emotional and behavioural needs and help them to develop their social skills.
* Use strategies, in liaison with the teacher, to support pupils to make progress.
* Promote good behaviour for learning, dealing promptly with conflict and incidents as outlined in the school’s Behaviour Policy; encourage pupils to take responsibility for their own behaviour.
* Under the direction of a teacher, work with small groups of pupils and take responsibility for their learning.
* Work as required to meet pupils’ Access Arrangements for exams; this includes working as a reader, scribe, prompt or practical assistant, as appropriate. Full training will be given before this work is undertaken.
* Monitor pupils’ responses to learning activities and accurately record achievement or progress as directed by the teacher.
* Provide regular feedback to teachers on pupils’ achievement, progress and any difficulties they are experiencing.
* Assist in writing Pupil Profiles and monitoring progress of young people.
* Encourage pupils to interact with others and engage with activities led by the teacher.
* Be aware of and comply with policies and procedures relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Contribute to the overall ethos, work and aims of the school.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance management as required.
* Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
* Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
* Promote equal opportunities at all times.
* Set a good example to pupils in terms of dress, punctuality and attendance.
* Communication and record keeping via SIMS in relation to individual students.