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| **Post: Learning Support Assistant: Level 3** |

**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. To deliver learning programmes and support individual pupils and small groups. To work in particular with our pupils who have EHCPs and require individualised, tailored support to meet their needs.

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

This role is specifically linked to external funding and continues subject to the continuation of that funding. There is no expectation of this ceasing in the foreseeable future.

**Main duties and responsibilities:**

* To work with groups of children under the supervision of the teacher including the delivery of programmes of work and the implementation of learning goals and targets
* Use specialist (curricular learning) skills/training/experience to support pupils, eg with literacy and/or numeracy
* Establish good relationships with pupils; act as a on role model by presenting a positive personal image and responding appropriately to individual needs
* Promote the inclusion and acceptance of all pupils
* Promote independence and employ strategies to recognise and reward achievement of self-reliance
* Give regular feedback on children’s progress to the class teacher and file records. Provide feedback to pupils in relation to progress and achievement
* 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.
* Assist in writing Pupil Profiles and monitoring progress of young people.
* 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.