

LEARNING SUPPORT ASSISTANT

Job Description

Responsible to: Inclusion Leader
Start date: March 2022

Job Purpose:

To provide support for a pupil/pupils with an EHCP (Education, Health & Care Plan). To ensure that the pupil/pupils can integrate as fully as possible in the activities undertaken by the other children in the class and make good progress academically, socially and emotionally.

Principal Accountabilities:

- To provide learning support for the pupil in class or in 1:1 or small group situations.
- To run specific programmes and activities to assist the pupil's individual learning and social needs.
- To develop knowledge of the particular needs of the child and seek advice from Inclusion Leader, class teacher and outside agencies as required.
- To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. worksheets, games, visual prompt cards etc.
- To make or modify resources as suggested and advised by the Inclusion Manager, Educational Psychologist or other outside agencies.

Specific Duties:

- Motivate and encourage pupils to have a go at activities they may be unsure of.
- Provide positive reinforcements, praise and rewards.
- Facilitate inclusion in small group activities with peers and support interaction between them.
- Establish positive relationships with pupils supported, including encouraging independence in learning to enable children to take ownership of their learning and next steps.
- Implement planned learning activities/teaching programmes as agreed with the teacher, Inclusion Leader or Head of Year, adjusting activities according to pupils' responses as appropriate.
- To prepare, deliver and assess specific educational support programmes or interventions, with appropriate guidance from the class teacher or Inclusion Leader.
- Undertake training around specific needs or approaches, as directed by the Inclusion Leader.
- Promote positive learning behaviour in line with school policies.
- Work as part of a committed team to ensure that the wellbeing, behaviour and personal development of pupils enhances their learning opportunities and life skills.
- Promote the inclusion and acceptance of children with special or additional needs within the classroom, ensuring access to lessons and their content through appropriate clarification, explanation and resources.
- To attend to pupils' personal needs including help with social, welfare, physical and health matters, including minor first aid.

Headteacher: Miss S McGann

Deputy Headteacher: Mrs K Saunders

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Registered number: 0856427

Registered Office: 39 Guildford Road, Lightwater GU18 5SA

Connaught Junior School, as part of TAMAT, is committed to safeguarding and promoting the welfare of children.

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- To support the up-keep of a positive, stimulating and organised learning environment, by assisting with the preparation, maintenance and control of stocks of materials and resources.
- Liaise with other staff and provide information about pupils as appropriate.
- To supervise pupils for limited and specified periods including break and lunch times.
- To scribe and read for pupils during National Curriculum assessments.
- To assist with escorting pupils on educational visits.

General duties:

- A small percentage of learning support assistants' time may be allocated to administrative duties and preparation. These duties may include:
 - filing
 - sorting pupil records
 - photocopying
 - displaying work
 - year group resource preparation
 - preparation of teacher resources
 - preparation of pupil resources
 - tidiness and management of the year group area
- To understand and apply school policies in relation to health, safety, welfare and anti-discrimination (e.g. Inclusion, Safeguarding and Child Protection, Health and Safety, Behaviour.)
- Attend relevant training and meetings, and take responsibility for own professional development.
- To respect confidentiality at all times, both inside and outside of the workplace.
- To participate in the appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with performance reviewer.
- To be a positive, flexible and energetic member of staff who will foster good professional relationships with school colleagues and parents.
- The school's Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out the appropriate duties within the context of the job, skills and grade.

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