

## LEARNING SUPPORT ASSISTANT JOB DESCRIPTION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**Job Title:** Learning Support Assistant

**School/Service:** Wheatfields Primary School

**Reports to:** SENDCo

**Grade:** Level 1 or Level 2 – dependent on qualifications and experience

**Location:** KS2

**Hours:** 22.5 hours a week

### Job Purpose:

To facilitate learning for all children irrespective of need.

To liaise with the class teacher and colleagues to effectively impact on pupil outcomes.

### Principal Accountabilities:

#### 1. Support for learning

- In conjunction with the classroom teacher, support within lessons to meet the needs of individual children and small groups.
- Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach as agreed.
- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.
- In conjunction with the class teacher, provide learning support to children with significant care needs, or where English is not their first language.
- Support children with significant development needs, e.g. cognitive ability, EBD, learning skills, etc. as directed.
- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.

#### 2. Support for the curriculum

- Support the school curriculum, including literacy and numeracy activities.
- Provide targeted support to enhance learning and improve attainment

### **3. Support for the teacher**

- Assist in maintaining class records and contribute to reports on pupil progress and development as directed.
- Monitor and track progress and provide feedback to assist in developing IEPs for children with special needs.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Organise the learning environment and develop classroom resources as required.
- Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.

### **4. Support for the school**

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings, as required.
- Participate in and support the professional development of other teaching assistants, as required.
- Assist in facilitating school events, e.g. school plays, events.
- To adhere to the schools Code of Conduct
- Demonstrate appropriate safeguarding procedures