

Job Description

Position: Learning Support Assistant

Responsible to: Principal

Role Purpose: To support the class teacher in the teaching and welfare of children to attain the targets set within the National Curriculum or Individual Education Plans.

Key Responsibilities

- To provide teaching support in small groups and where necessary work with individual pupils to the highest standards.
- Assist the implementation of Individual Education Programmes for pupils and help monitor their progress.
- Assist the teacher in monitoring progress by keeping a daily observation record and maintain special needs records as required.
- To assist teachers in day to day classroom duties as required e.g. with preparation of the classroom, material and displays to ensure outstanding teaching.
- To undertake specific duties identified by the class teacher.
- Reinforce the behaviour policy and aim to raise self-esteem and encourage independent working.
- To assist with pupils who are unwell and provide basic first aid cover to the children on a rota basis at break times.
- To participate in in-service training and attend staff meetings when appropriate.
- To maintain a positive, supportive attitude within a team, to implement agreed school policies, aims and objectives and to promote the school ethos.
- To do playground duty on a rota basis at break times.
- Work with other professionals, such as Speech Therapists and Educational Psychologists, as necessary.
- Undertake other duties from time to time as the Principal requires.
- Set an excellent example in terms of dress, punctuality and attendance.
- It is important that the person appointed can support the ethos of the school and its way of working and be able to work under specific instructions from the Principal, Class Teacher, and SENCO.

General

Professional Development

- To take responsibility for personal professional development
- To take part, as appropriate, in the academy's professional development programme
- To engage actively in the Performance Management Review process
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence

Professional Values and Practice

- To support the academy's responsibility to provide and monitor opportunities for the personal and academic growth of student
- To provide a role model through their personal and professional conduct
- To work as a member of designated teams and contribute positively to effective working relations within the academy
- To be proficient in the application of literacy, numeracy and ICT
- To safeguard the health and safety of all students both on the academy premises and when engaged in authorised school activities elsewhere
- To contribute to the effective running of the academy

Notes

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal and Office Manager.