



Job Description

Job title: Learning Support Assistant (School wide intervention and support)
Reports to: Principal and SENDCo
Location: Oaks Primary Academy

Job purpose

- To support children requiring additional support to progress across the curriculum and in line with personal targets.

Key responsibilities

- To provide teaching support in small groups and where necessary work with individual pupils to the highest standards. Experience and/or skills across all years group including upper KS2 preferable.
- Assist the implementation of Individual Education Programmes for pupils and help monitor their progress.
- Assist the teacher in monitoring progress and maintaining records in line with academy expectations and requirements.
- 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 behaviours for learning expectations and aim to raise self-esteem and encourage independent working.
- 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.
- To assist with pupils who are unwell and provide basic first aid cover to the children 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 English, Maths 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

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

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/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.