

Learning Support Assistant

Job Description



1. Name:
2. Title of Post: Learning Support Assistant
3. Salary Grade: NJC Grade 5
4. Purpose of the Job
 - 5.1 To provide support to the students in order for them to achieve
 - 5.2 To provide support for teachers in order for an engaging learning environment to take place
 - 5.3 To provide support for the school in delivering the core values, aims and objectives
5. Responsibilities
 - A. Supporting the pupils
 - i. Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
 - ii. Supervise and support pupils ensuring their safety and access to learning
 - iii. Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
 - iv. Promote the inclusion and acceptance of all pupils
 - v. Encourage pupils to interact with others and engage in activities led by the teacher
 - vi. Encourage pupils to act independently as appropriate
 - B. Supporting the teacher
 - i. Be aware of pupil problems/progress/achievements and report to the teacher as agreed
 - ii. Undertake pupil record keeping as requested
 - iii. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
 - C. Supporting the curriculum
 - i. Support pupils to understand instructions
 - ii. Support pupils in respect of the National Curriculum and/or EYFS, as directed by the teacher
 - iii. Support pupils in using basic ICT as directed
 - iv. Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use
 - D. Supporting the school
 - i. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
 - ii. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
 - iii. Contribute to the overall ethos/work/aims of the school
 - iv. Appreciate and support the role of other professionals
 - v. Attend relevant meetings as required
 - vi. Participate in training and other learning activities and performance development as required

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- vii. Assist with the supervision of pupils out of lesson times
- viii. Accompany teaching staff and pupils on visits, trips and out of school activities as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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 above.