



Job Description for Learning Support Assistant

Responsible to: Headteacher

Line managed by: Deputy Headteacher & SENCo/Class Teacher

Purpose of job: To ensure the effective inclusion and support of SEN children in school implementing the school's SEND Policy and procedures under the direction of the SENCo and class teachers.

To support members of staff in the daily running of the school.

To play an active role promoting the well-being of **all** children in the school, and to actively promote and adhere to all school safeguarding policies and procedures.

Job Profile: Learning Support Assistant

To support children's learning so that additional needs are not a barrier to independence and success.

Learning Support Assistant responsibilities include:

- To support the well-being and happiness of pupils, being aware of their mental health needs and recognising when a child needs additional support in this area.
- To support children's learning, providing scaffolded support with a view to developing independence.
- To enable children to feel success in their learning and other aspects of school life
- Clarifying and explaining instructions.
- Ensuring pupils are able to use necessary equipment.
- Motivating and encouraging pupils in all areas of school life.
- Assisting in areas of specific need, such as speech and language or writing tasks.
- Supporting pupils to utilise strategies to aid concentration and access tasks.
- Attending to pupils' personal and health needs.
- Developing appropriate resources to support pupils.
- Assisting in the management of pupils' social interaction and behaviour.
- Leading small teaching groups or 1:1 intervention programmes.
- Liaising with other staff in order to provide the best possible support for children.
- Supervising children at break and lunchtimes – supporting children with their social communication, their play and their peer relationships.

Person Specification:

Essential:

- Able to relate to and work effectively with children in a primary school environment.
- Good level of written and spoken English – Hold an English GCSE or equivalent pass.
- Numerate – Hold a Mathematics GCSE or equivalent pass.
- Basic IT skills (able to use a PC to navigate the Internet, utilise emails and assist children with Microsoft Word and Excel tasks, as well as primary level programming tasks).
- Able to communicate effectively with pupils, in a clear and concise manner.
- Able to assist the class teacher with the organisation of the learning environment.
- Able to maintain records and pupil files.
- Able to work effectively with adult team members, demonstrating clear communication and willingness to take on work to contribute to pupil outcomes.
- Able to maintain confidentiality at all times with regards pupils welfare and safeguarding, and in line with the school's data protection policies.

Desirable

- First Aid qualification.
- Previous experience working in a school.

NB. All candidates must be suitable for working with children, evidenced by a cleared Disclosure and Barring Service check, which will be run following the role being offered to the candidate.