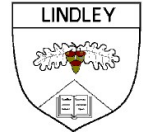


## LINDLEY JUNIOR SCHOOL



### LEARNING SUPPORT ASSISTANT JOB DESCRIPTION

**JOB TITLE:** Learning Support Assistant

**RESPONSIBLE TO:** Head Teacher

#### **Purpose of the post**

- To work under the supervision, direction and guidance of the teaching/senior staff, as part of a team to enable the learning, care and support of pupils.
- To provide practical support for learning, educational activities, developing social skills, integration and for securing pupils' physical and emotional well-being.

#### **Key areas**

1. Teaching Support
2. Pupil Support (SEN)
3. School Activities
4. General

#### **Duties and Responsibilities**

##### **1. Teaching Support**

- 1.1 Undertake duties in accordance with school practices and procedures, ensuring the post holder actively upholds and promotes the philosophies and policies of the school.
- 1.2 Work under the direction and guidance of the class teacher / senior staff to develop pupils' skills and support their learning. Where appropriate ensure that progress is recorded in the relevant systems.
- 1.3 Under the direction of the teacher provide; one to one support to pupils, or work with small groups on pre-planned activities to reinforce the teacher's approach, or support pupils within a whole class situation.
- 1.4 Under the direction of the teacher, assist with the general management and control of pupils in school, in line with the behaviour and discipline policy of the school.
- 1.5 Under the direction of the teacher, ensure that equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.
- 1.6 To participate and assist in the supervision of educational visits, in conjunction with the class teacher / senior staff.
- 1.7 To undertake relevant training and development as required from time to time by the Head Teacher and be involved in regular development reviews of skills and competencies.

## **2. Pupil Support**

- 2.1 Provide support and guidance on a one to one basis or to groups of pupils with SEN to develop pupils' learning and social skills.
- 2.2 Encourage pupils to participate in the life and activities of the school and access the whole curriculum to the best of their ability.
- 2.3 As required, deal with the personal care and comfort, and necessary minor medical treatments of pupils i.e. toileting and intimate care issues
- 2.4 To care for pupils who become ill and respond to emergencies in the most appropriate manner in conjunction with a qualified first aider.
- 2.5 To contribute to plans, reviews and evaluations of pupils by monitoring and recording pupils' progress and through attendance at meetings, as required.

## **3. School Activities**

- 3.1 To contribute to the presentation of pupils' work and the creation and maintenance of displays.
- 3.2 To assist with the preparation and tidying of the classroom and to help maintain an attractive school environment.
- 3.3 To assist with the supervision of pupils during the morning and afternoon playtimes as required.
- 3.4 To assist with the domestic arrangements of the school i.e. making refreshments, washing up etc.
- 3.5 To attend and contribute to meetings as required.

## **4. General**

As part of your wider duties and responsibilities you are required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

- 4.1 To undertake such other duties and responsibilities that may be reasonably required by the Head Teacher within the scope of the post, in consultation with the post holder.
- 4.2 The post holder must at all times
  - Take reasonable care of the health and safety of self, other persons and resources whilst at work.
  - Co-operate with the school to enable the performance of the responsibilities under the Health and Safety at Work Act e.g. operate safe working practices.
  - It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards service users or employees, including those who may be, for example, from minority ethnic communities, LGBTQ+, women, disabled or older people. The post holder should also counteract such practice or behaviour by challenging or reporting it.