

# **GREAT HEIGHTS ACADEMY TRUST**

## **JOB DESCRIPTION**

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| <b>Post Title:</b>                        | Learning Support Assistant (working with statemented child)                                 |
| <b>Grade:</b>                             | Scale 2 Pt 4  |
| <b>Prime Objectives of the Post:</b>      | To support and integrate children with special educational needs within a mainstream school |
| <b>Responsible to:</b>                    | Principal<br>Deputy Principal<br>Class teacher<br>Inclusion Manager                         |
| <b>Responsible for (number of staff):</b> | None  |

### **Main Duties & Responsibilities:**

#### **a. Supporting the pupil**

1. To draw on knowledge of various forms of special needs to develop an understanding of the specific needs of the children concerned.
2. Taking into account the special needs involved, and following the I.E.P. and class teacher's planning, to aid the child/ren to learn as effectively as possible both in group situations and individually by, for example:
  - \* delivery and support of individualised tasks and activities
  - \* preparing resources and activities to support learning alongside the teacher
  - \* meeting educational, social interaction and self-care needs as required whilst encouraging independence
  - \* clarifying and explaining instructions and supporting on task behaviour
  - \* providing emotional, behavioural and organisational support for school routines especially during times of change
  - \* providing support for and role modelling of social interaction during both lesson and playtime
  - \* liaising with the class teacher and other professionals to support complementary learning activities and interventions as required
3. To establish a supportive relationship with the child/ren concerned.
4. To encourage acceptance and integration of the child with special needs.
5. To promote/reinforce children's independence and self-esteem.
6. Provide personal care to assist toileting, including changing and other self-care skills.

#### **b. Supporting the teacher**

1. To assist with the class teacher, and other professionals as appropriate, in the development of a suitable programme of support for the child/ren with special needs.
2. In conjunction with the class teacher, and /or other professionals, to develop a system of recording a child's progress.
3. To contribute to the maintenance of child/ren's progress records.
4. To participate in the evaluation of the support programme.
5. To provide regular feedback about the child to the teacher.
6. To be an active part of the classroom team working alongside the teacher and with a range of children as required.

**c. Supporting the School**

1. Where appropriate, to develop a relationship to foster links between home and school.
2. To liaise, advise and consult with other members of the support team involved with the child, including external agencies, when asked to do so.
3. To contribute to reviews of the pupil's progress.
4. To attend relevant in-service training.
5. To be aware of school procedures and policies.

Any other tasks as directed by the Principal which fall within the purview of the post.