

Job Description: Learning Support Assistant

Responsible to: Headteacher

Duties

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Teaching and learning

1. Assist in the educational and social development of key pupils under the direction and guidance of the head teacher, SENCO and class teachers.
2. Support in the implementation and running of programmes aimed to promote pupil progress and social development.
3. Provide support for individual students, who have recently made the transition to secondary education, inside and outside the classroom to enable them to fully participate in activities
4. Support with the differentiation of teaching and learning within the revised SEN curriculum at key stage 3.
5. Work with other professionals as necessary
6. Support students with emotional or behavioural problems and help develop their social/emotional skills.
7. Keep a record of the nature and effectiveness of support/intervention strategies used with students and assist in the implementation of Learning Plans for students and help monitor their progress via Support Records

Administrative duties

1. Prepare and present displays of students' work
2. Support class teachers in differentiation and other tasks to support teaching
3. Support tracking of pupil progress data
4. Undertake other duties from time to time as the head teacher requires

Standards and quality assurance

1. Support the aims and ethos of the school
2. Set a good example in terms of dress, punctuality and attendance
3. Attend team and staff meetings
4. Undertake professional duties that may be reasonably assigned by the head teacher
5. Be proactive in matters relating to health and safety
6. Be committed to safeguarding and promoting the welfare of children and young people