

LEARNING SUPPORT ASSISTANT **JOB DESCRIPTION**

Name:

To be an excellent Learning Support Assistant to be able to engage and motivate students with learning difficulties or a disability or an additional educational need.

Professional responsibilities

- Promote the Core Values and the professional expectations of the school
- Implement school policies and practices to ensure effective Teaching and Learning
- To support teachers in the identification of students underachieving, to support target setting and drive up standards for specific groups of students.
- Collaborate with subject staff and the Special Needs coordinator to ensure that students follow appropriate examination courses as required, leading to maximum student achievement in examinations
- Work with appropriate outside agencies, e.g. L.A network meetings, Educational psychology, Speech and Language therapy, Occupational therapy, CAHMS etc where and when appropriate and under the guidance of the Special Needs Coordinator, Learning Managers and Head of Key Stage.
- Ensure that safeguarding responsibilities are met
- Keep up to date with subject development and special needs legislation through personal study or external CPD
- Maintain an effective working relationship with Line Manager, and other colleagues in school, Link Governor and parents/carers.
- Liaise with SENCO/ G&T Co-ordinator to ensure that all students' needs are met
- Assess Health and Safety risks and ensure that obligations are fulfilled
- Attend meetings, training and undertake supervisory duties as required within the provisions of the School Teachers' Pay and Conditions document

Teaching and learning

- Put students' academic and emotional/social learning at the heart of everything we do
- Work effectively as a learning support assistant.
- Create and maintain a positive ethos of success in the classroom
- Support curriculum coverage, continuity and progression
- Support the development of specialist resources to create a stimulating and effective environment for Teaching and Learning for students with challenging learning needs.
- Support the management of learning resources effectively, including ICT, to best meet the needs of students.
- Recommend possible learning resources to teachers to support the learning needs of those with learning difficulties, disabilities and additional needs.
- Deliver small group and one to one support under the guidance and supervision of the SENCo.
- Use information from Education, Health and Care plans Individual Education plans about students' prior achievements to secure progress by setting realistic targets to support learning. This will be achieved in collaboration with the class teacher and SENCo.
- Support the setting of high expectations and targets for students
- Be a reflective practitioner and life-long learner, and encourage students to be the same
- Promote equal opportunities and tackle discrimination or inequality of any kind
- Ensure that good practice is shared across the department and across the school

To undertake any other duties within the provisions of the School Teachers' Pay and Conditions document, at the reasonable request of the Head Teacher.

This job description should be read together with the normal professional duties and expectations for teachers as set out in the School Teachers Pay and Conditions Document, the National Professional Standards for Teachers and the most recent documentation and guidance on safeguarding children.