



Job Description

Learning Support Assistant

Responsible to: SENDCo

JOB PURPOSE

To work under the direction of and alongside the class teacher and or SENDCo. To support pupils with all academic, social, emotional, and possibly their intimate care needs.

MAIN RESPONSIBILITIES/DUTIES

- To ensure that all policies implemented by the school are actively upheld and promoted at all times.
- To build and maintain positive and constructive working relationships with pupils, families and colleagues to maximise pupils' development and maintain the overall ethos and vision of the school.
- To work alongside the class teacher/ SENDCo to support the academic and personal development of the individual child through an inclusive approach as directed by the class teacher/ SENDCo.
- To monitor, feedback, record, collect evidence and report on all round pupil progress to the class teacher and SENDCo.
- To support a specific pupil within the learning environment, to promote independence, inclusion, acceptance and equality of access to learning opportunities.
- Assist the class teacher and SENDCo with the implementation of children's Education and Health Care Plans, to ensure that the school is identifying and meeting the specific needs of the pupil.
- To collect the evidence for children under the direction of the class teacher/ SENDCo.
- To support the needs of pupils e.g. by assisting the teacher with preparation of equipment or photocopying of material for use in learning.
- Create and maintain a purposeful, orderly and supportive environment and assist with displays to support pupils' learning.
- To ensure that pupils have the necessary access to resources and implement them where they are not evident.

- Support teaching staff and pupils on school trips as required, by taking responsibility for a group of children or child and adhering to the relevant school policies and documentation.

Training & Development

- To actively engage in training sessions, meetings and other directed tasks, to support the school's priorities and to ensure to secure their own professional development.

Families & Safeguarding

- Committed to working with the staff team to ensure the highest levels of safeguarding are upheld at all times.
- To report any safeguarding concerns to the Senior Designated Person.
- To adhere to all safeguarding policies, practices and expectations including online safety.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties as discussed and directed by their class teacher and the Headteacher.