

Learning Support Assistant Job Description

Department:	Learning Support
Report to:	Head of Learning Support
Key Responsibility	<p>Support to Pupils</p> <ul style="list-style-type: none"> • Establish positive relationships with pupils and monitor wellbeing, liaising with Form Tutors and relevant pastoral staff where appropriate • To provide in-lesson assistance, to support learning – For example - clarifying and explaining instructions, ensuring the pupil is able to use equipment and materials provided, motivating and encouraging the pupils as required by providing levels of attention, reassurance and help with learning tasks as appropriate to pupils' needs • Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes • To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance and self-esteem (if applicable) • Participate in evaluating learning (if applicable) through feedback/liaison with subject/form teachers • Support pupils to access the curriculum • Undertake small group and intervention programmes under the direction of the Head of Learning Support (if applicable) • Encourage pupils to interact with others and engage in activities • Apply strategies to encourage independence, resilience and self-confidence • Support pupils with exam access arrangements and invigilate pupils during examination periods (if applicable) • In your role as a First Aider, to provide medical care to pupils who are injured or unwell • In your role as a Mental Health First Aider, to be able to provide care to pupils who are experiencing a mental health issue or emotional distress <p>Support to the Teacher</p> <ul style="list-style-type: none"> • Actively monitor and support the learning and progress of all pupils with Learning Support needs in the classroom • Support the development and implementation of targets for individuals/groups of pupils (if applicable) • Assist in promoting positive pupil behaviour • To provide administrative support (if applicable) • To prepare and maintain equipment/resources and assist pupils in their use (if applicable)



	<p>Support to the Learning Support Department</p> <ul style="list-style-type: none">• Attend relevant meetings as required• Support with carrying out administrative tasks within the department <p>Support to the School</p> <ul style="list-style-type: none">• Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person, as per the safeguarding policy• Ensure all pupils have equal access to opportunities to learn and develop• Promote the inclusion and acceptance of all pupils• Promote the British Values, including equality and to treat everyone with fairness and dignity• Liaise, advise and consult with other members of staff, supporting the pupils as appropriate• Contribute to the overall ethos, work and aims of the School and the extra-curricular programme• Participate in training and other learning activities and personal development as required• Assist with playground duties and lunchtime supervision as required• Accompany pupils on visits, trips and out of school activities and take responsibility for all pupils in your care
Person Specification	<p>The successful candidate will be deeply committed to the success of every pupil studying within the School.</p> <ul style="list-style-type: none">• They will be positive, enthusiastic, energetic, approachable, adaptable and with a 'can do' attitude• They will be an excellent communicator, with good organisation skills, hard-working and conscientious, able to work under pressure and keen to work collaboratively• They will be kind, caring and flexible and willing to work in all areas of the school (if necessary)• They will have experience working with children in a school-based setting• They will have a minimum of a GCSE or equivalent in Maths and English at a Grade C/Level 4