



## **Ludlow Junior School**

### **JOB DESCRIPTION**

#### **Learning Support Assistant**

Reports to: Class Teacher, Team Leader, SENCO

#### **MAIN PURPOSE OF THE JOB**

The Learning Support Assistant will be a member of a multi-disciplinary team, under the leadership and supervision of the Teacher/senior staff: will work with individuals/groups/classes to supervise learning and general care of pupils, including those with SEN; enable access to learning for pupils and assist the Teacher in the management of pupils and the classroom; manage pupils in the wider school environment.

#### **SUMMARY OF RESPONSIBILITIES AND DUTIES**

##### SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of individual and group plans
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact positively/respectfully with others and engage in activities led by the teacher or other adults
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement including live marking of work
- Promote all aspects of child protection and safeguarding

##### SUPPORT FOR TEACHERS

- Create and maintain a purposeful, positive, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work to celebrate achievements
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals/targets
- Assist with the planning of learning activities and provide feedback
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.



- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive and supportive relationships with parents/carers and pupils
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin support

#### SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake literacy and numeracy programmes, wider curriculum programmes recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

#### SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security and data protection, reporting all concerns to an appropriate person
- Know the DSL team and use CPOMS appropriately
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences/ professional distance as appropriate
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school as appropriate
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

#### EQUALITIES

Ensure implementation and promotion in employment and service delivery of the school's equal opportunities policies and statutory responsibilities.