

St. Stephen's CE Primary School
Job Description Learning Support Assistant
Scale 3/5

Purpose of Job:

- To work under the guidance of teaching/senior staff
- Implement agreed programmes of work with individual/groups, in or out of the classroom
- Liaise with professionals and act on advice and strategies

Job Duties:

1. To have knowledge of a range of learning support needs and to develop an understanding of the specific needs of the pupils to be supported.
2. To aid the pupils to learn as effectively as possible, both in group situations and individually by, for example, clarifying and explaining instructions, meeting physical needs as required whilst encouraging independence, ensuring the pupils are able to use the equipment and materials provided.
3. To assist the class teacher in devising strategies, drawing up and implementing action plans to overcome challenges.
4. To establish a supportive relationship with pupils and develop/promote self-esteem and positive attitude to learning.
5. To be committed to the integration of pupils with SEN in a mainstream class.
6. To ensure resources are available and suitable for activities including preparing other materials where necessary, incorporating the use of ICT in the learning process.
7. In conjunction with the class teacher (and other professionals as appropriate) to maintain a system of recording pupil's progress in line with school policy.
8. To provide regular feedback about the pupils to the teachers and/or SENCo
9. To provide feedback to pupils in relation to progress and achievement
10. To liaise, advise and consult with other members of the team supporting the teachers when asked to do so.
11. To undertake some assessments and keep records, as appropriate.
12. To support and implement all school policies.
13. To maintain confidentiality and respect the privacy of children, parents and staff.
14. To attend relevant in-service training
15. To fulfil any reasonable request made by the SLT, SENCo or Classteacher.

Playground Supervision (may be subject to a role)

To be responsible for the supervision of pupils in a given area of the school during break.