

Learning Support Assistant

Job Description

Role:	Learning Support Assistant
Grade and Salary:	NJC Grade 2 SCP 3-5
Reporting to:	SENDCo
Contract Type:	Fixed Term until 31 August 2025

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes to enable access to learning for students and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Support for students

- Establish good working relationships with students, acting as a role model.
- Be aware of and respond appropriately to individual student needs ensuring effective interaction.
- Provide specific support to students dependent upon their individual needs ensuring their safety whilst supporting access to learning activities.
- Promote inclusion and acceptance of all students.
- Encourage students to interact with others and engage in activities led by the teacher.
- Promote self-esteem and independence.
- Provide feedback to students in relation to progress and achievement under the guidance and direction of the teacher.

Support for teachers

- Provide clerical/administration support (e.g. photocopying, typing, filing, etc.)
- Assist with the display of children's work.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- In liaison with the teacher, utilise strategies to support students in achieving learning goals.
- Report student achievements, progress and issues as appropriate in agreed format.
- Undertake student record keeping as needed.
- Administer routine tests and invigilate exams
- Promote good student behaviour, dealing promptly with conflict and incidents and encouraging students to take

Support for the curriculum

- responsibility for their own behaviour in line with established school policy.
- Establish constructive relationships with parents/carers.
- Support the delivery of structured and agreed learning activities/learning programmes, taking into consideration student learning styles.
- Support the delivery of literacy/numeracy and other programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher.
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use.
- Undertake one to one student reviews when required.
- Participate and lead enrichment activities/clubs when required.

Support for the school

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
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- Contribute to the school ethos, aims and development/improvement plan.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Undertake student supervision duties at break and other times when required.
- Undertake the role of form/family tutor when required.
- Participate in training and other learning activities as required.
- Assist with the supervision of students out of directed lesson time, including before and after school if appropriate and within working hours.
- Accompany teaching staff and students on visits, trips and out of school activities as required.

Corporate responsibilities

The trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Academy's activities.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.

Additional Information

- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.
- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Academy, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.