

## **Learning Support Assistant – Brighstone CE Aided Primary School**

**JOB TITLE:** Learning Support Assistant – Must be flexible to work in any year group as determined by the Senior Leadership Team

**POST HOLDER:**

**RESPONSIBLE TO:** Class Teacher, SENCo and Headteacher

**RECEIVES INSTRUCTIONS FROM:** Class Teacher, SENCo and Headteacher

**PURPOSE OF JOB:** To assist in the support and inclusion of all pupils in their learning, including those with special educational needs or who are gifted/talented within the school. To assist in ensuring that ALL pupils in their charge make at least expected progress, are nurtured and safe at all times.

**TERM OF CONTRACT:**

**Hours: 17.5 hours to work 5 mornings, term-time only**

**JOB DUTIES:**

**A.**

### ***Supporting the pupil***

1. To aid the pupil/s to learn as effectively as possible both in group situations and individually, inside and outside of the classroom
2. Work with children and young people with additional requirements to meet their personal support needs, including moving and handling individuals where required and supporting individuals during therapy sessions
3. To support children with disabilities and SEN, including communication and interaction, cognition and learning, behaviour, emotional and social development, sensory and/or physical needs and their families

*For example:*

Implementing a health care plan

Clarifying and explaining instructions

Ensuring the pupil is able to use necessary equipment

Motivating and encouraging the pupil/s

Assisting in areas of specific weakness such as speech and language or writing tasks or extending more able pupils

Helping pupil/s to concentrate on and finish work set

Developing appropriate resources to support the pupil/s

Assisting in the management and positive promotion of pupils' social interactions and behaviour

4. To establish a supportive relationship with the pupil/s concerned, enabling them to become active citizens

5. To liaise with parents, carers and families
6. To contribute to the planning, delivery and evaluation of teaching and learning activities, under the direction of a teacher
7. To promote children's wellbeing and resilience, including supporting children during transitions in their lives
8. To ensure the safety of the pupil/s while in your care
9. To carry out any specific duties as outlined in the pupil/s Individual Educational Plan or Statement , including supporting teaching and learning for bilingual and multilingual children
10. To undertake appropriate training and apply all school policies and procedures to work with young people and in particular having due regard for Health and Safety and Single Equalities, in order to safeguard their welfare
11. To maintain an appropriate, safe and stimulating learning environment for all pupils, including monitoring and maintaining curriculum resources
12. To maintain current, stimulating and interactive displays in the learning environment as directed by the class teacher

## **B.**

### ***Supporting the Class Teacher and SENCo***

1. To assist the Class Teacher or SENCo with delivering a suitable programme of support within the classroom or in a withdrawal situation e.g. Read, Write Inc, Handwriting programme.
2. To maintain the school's system of recording and monitoring of pupils' progress, including make observations towards their learning plan
3. To provide feedback about pupil's learning including SEN to the Class Teacher or SENCo using either the Foundation Stage Profile, National Curriculum, IEP's or EHCP to support development
4. To support and provide information about the pupil/s' progress as requested by the Class Teacher or SENCo
5. To participate in the evaluation of any support programmes being delivered, with the Class Teacher or SENCo, including ICT
6. To help resource differentiated materials to enable pupil/s to access the class curriculum, including photocopying if required
7. To implement and invigilate formal assessments as directed such as: SWST, SWRT, SATs, CATs
8. Recent (within the last 2 years) experience of supporting primary age pupils and delivering the National Curriculum for Literacy and Numeracy, in order to enable pupils to access the wider curriculum

## **C.**

### ***Supporting Brighstone CE Aided Primary School***

1. To be flexible to undertake additional hours in the morning and afternoon if required
2. Where appropriate, to foster links between home and school, including contributing, developing and promoting to improving attendance and positive relationships
3. To liaise, advise and consult with other members of the school team, in addition to contributing to Annual Review or PEP meetings, as appropriate
4. To actively promote the school in a positive manner at every opportunity, including providing effective support for your colleagues
5. To participate in relevant professional development, including safeguarding as a priority, reflecting upon and developing practice and provide information to aid policy formation and the improvement of practices and provision

6. To participate in break duties, collective worship, acts of faith and extra-curricular activities as appropriate
7. To escort and supervise pupils on educational visits and out of school activities, as appropriate and promote the transfer of learning from outdoor experiences
8. To report all matters regarding an aspect of safeguarding immediately
9. To uphold the aims, values and ethos of the school, making due regard to the church aided status of the school
10. To work co-operatively with other staff team members and school volunteers
11. Assist in the administration of medicines and to undertake and use a relevant first aid qualification
12. Organise and supervise the collecting of children for the school bus at the end of the day
13. To complete any other reasonable tasks as directed by the Headteacher or her representative.

Brighstone CE Aided Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment. This post is exempt from the provision of the Rehabilitation of Offenders Act 1974 and, because of the sensitive nature of the duties, an enhanced disclosure check will be required.

Brighstone CE Aided Primary School is an equal opportunities employer and welcomes applicants from all sections of the community.

*Signed:* \_\_\_\_\_ *Date:* \_\_\_\_\_