

JOB DESCRIPTION

Post Title: Learning Support Assistant

Responsible to: Teacher / Senior Staff

Functional links with: Pupils, Teachers, Parents & Carers and other School Staff

Main purpose of the job:

To work under the direct instruction of teaching/senior staff usually in the classroom with the teacher to support access to learning for pupils and provide general support to the teacher in working on a one to one basis with a SEN child.

Major Duties and Responsibilities:

- Assist teachers by supporting SEN pupil in their learning in order to ensure their continuing educational development.
- Assist teachers in fostering an attractive learning environment to ensure that SEN pupils spend their school life in stimulating surroundings.
- To assist teachers and senior staff in preparing resources and equipment as necessary, in order to support pupils' learning.
- To assist teachers to maintain clear records and observations so that SEN pupils receive the maximum benefit from their education.

Job Activities:

- Supervise SEN pupil ensuring their safety and encourage them to interact with others, to engage in activities led by the teacher, and to act independently.
- Establish good relationships with SEN pupil, acting as a role model, reporting progress and achievements to teacher as agreed.
- Awareness of individual needs and respond appropriately ensuring SEN pupil has equal access to learning.
- Respond to SEN pupil's welfare and personal needs.
- Awareness of the school's educational and behavioural policies for developing pupils.
- Record individual pupil's behavioural difficulties, discussing with the teacher appropriate responses.
- Undertake pupil record keeping, collecting information from and to parents and carers as directed.
- Prepare and maintain equipment & resources as directed, assisting in their use.
- Work with pre-determined guidance, policies, procedures and teachers guidance.
- Attend weekly meetings and discussions, which contribute to the overall work of the school.