

WADDESDON CHURCH OF ENGLAND SCHOOL

JOB DESCRIPTION	
JOB TITLE:	Learning Support Assistant
GRADE:	Scale 2
RESPONSIBLE TO:	SENCO
<p>JOB PURPOSE: The main objectives to be achieved by the Post-holder</p> <ul style="list-style-type: none"> • Under the teacher's clear guidance, to support the education, personal and social development of pupils in the class including those with special needs and/or bilingual needs and to establish positive relationships with pupils. • To provide support for students in Enrichment activities. 	
MAIN ACTIVITIES:	What the post-holder will actually do, including prescribed duties
<p>Achievement</p> <ul style="list-style-type: none"> • To develop positive relationships with pupils to assist pupil progress and attainment • To assist in the devising of pupil's individual targets and their monitoring and review • To assist in the monitoring/recording of pupil progress, problems and developmental needs <p>Teaching</p> <ul style="list-style-type: none"> • Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/group of pupil/pupils to complete tasks • Support pupils as part of a planned inclusion programme • To assist in the development of varying skills that support pupils' learning • Planning and delivering one-to-one and group work support as appropriate • To assist in the production of teaching aids • To undertake routine classroom administrative tasks including class lists • To provide information to the class teacher to assist in the planning of work programmes • To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop • To deliver small group teaching to ensure progress with literacy skills <p>Behaviour and Safety</p> <ul style="list-style-type: none"> • To undertake activities in monitoring the personal social and emotional needs of pupils • To assist in the specific medical/care needs of pupils when specific training has been undertaken • To assist in pupil supervision and assist in the management of pupil behaviour • To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • To contribute to the overall ethos/work/aims of the school • To establish constructive relationships and communicate with other agencies/professionals, to support achievement and progress of pupils 	

Leadership and Management

- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others

Management

- Administrative support within department including exam dispensation referrals, annual reviews etc, where appropriate

General

- To be aware of the confidential nature of issues related to home/pupil/teacher/school work

Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

May 2019