

Job Description

Post:	Learning Support Assistant
Responsible to:	Headteacher, Deputy Head, Head of key Stage, Class teacher
Responsible for:	Groups or individual pupils as directed by teaching staff.
Important Functional Relationships:	Headteacher, Deputy Head, Assistant Heads, teachers, learning support assistants and other members of the school staff, students. The post holder interacts at a professional level with colleagues and seeks to establish and maintain productive relationships and communication with them in order to support the learning, participation, social interaction and emotional well-being of students.
Main Purpose of Job:	The Learning Support Assistant will work under the direction of a teacher to promote effective participation, enhance individual learning, and raise aspirations so helping students to achieve their potential.
Main responsibilities:	<p>To establish productive working relationships with students, acting as a role model and setting high expectations.</p> <p>To assist the teacher with preparing and delivering learning activities to individual or small groups of students.</p> <p>To promote students' self-confidence and independence, recognising and rewarding perseverance and resilience.</p> <p>To assist in keeping the classroom in good order in terms of general tidiness, display of materials and students' work and layout of furniture and equipment.</p> <p>To be aware of, and support, individual students' medical and/or self-help needs as necessary.</p> <p>To share the supervision of students at break and lunchtimes, helping them to develop appropriate social interaction skills when necessary.</p> <p>In conjunction with the line manager, take responsibility for personal professional development; keeping up-to-date record of any training received.</p>
Standards and quality assurance	<p>To actively promote and implement whole school policies.</p> <p>To support the aims and ethos of the school.</p> <p>To set a good example in terms of punctuality and attendance, having regard to the school's professional dress code for all staff.</p> <p>To attend and participate in meetings which relate to students' well-being or the school's curriculum development, administration and organisation including Key Stage, Whole School, or Focus Meetings.</p> <p>To actively comply with policies and procedures relating to child protection, health and safety, confidentiality, and data protection, reporting any concerns to the appropriate person.</p> <p>To appreciate and support the roles of other members of the school staff team.</p> <p>To be aware of and take part in the school's appraisal arrangements and participate in training and development activities as required.</p> <p>To undertake professional duties that may be reasonably assigned by the Headteacher.</p>

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect changing roles and responsibilities.

This job description may be amended at any time following discussion between the Headteacher, Appraisal line manager and the member of staff, and will be reviewed regularly.