



Wood End School

Learning Together, Respecting Each Other

Post: Learning Support Assistant

Responsible to: Headteacher and SENCO

Key purpose of the job: *To work with the Class Teacher in planning and delivering the curriculum appropriate for one pupil.*

Key areas of responsibility:

1. Supporting the teacher

- To work with the Class Teacher to provide activities appropriate to the educational, social and cultural needs of one child.*
- To work with the pupil to ensure effective learning of the Learning Objectives specified by the teacher and outside agencies.*
- To provide regular feedback about the child to the teacher.*
- To be aware of Wood End School policies and practices and implement them.*
- To keep all information regarding parents, and the child (which is made available to you as a result of your work) as confidential to yourself and the class teacher.*
- To assist the teacher by preparing resources and doing photocopying.*
- To assist teacher in record keeping and filing about the pupil.*

2. Supporting the pupil:

- To develop knowledge for and an understanding of the child's specific learning needs.*
- To establish a supportive relationship with the pupil.*
- To encourage acceptance and inclusion of the pupil with special needs with his/her peers and the rest of the school.*
- To read, understand and implement as directed by the class teacher the pupil's Individual Education Plan / Personal learning targets.*
- To develop methods and activities to aid the pupil to learn as effectively as possible both in group situations and as individuals.*
- To follow the Wood End Behaviour Policy.*
- To develop methods of promoting/reinforcing the pupil's self esteem.*
- To develop awareness of the National Curriculum, especially in English and Mathematics.*
- To provide intimate care as appropriate and in line with the schools / Herts safeguarding policy.*

3. Other duties

- To attend in house Teaching Assistant training sessions each half term.*
- To attend whole school INSET, as required by the Headteacher.*

- *To undertake Appraisal procedures.*
- *To undertake personal training and development as required.*
- *To be constantly aware of Health and Safety issues in regard to the school premises, children other staff and parents.*
- *To carry out any other duties that reasonably corresponds to the general nature of the post.*