



JOB DESCRIPTION FOR LEARNING SUPPORT ASSISTANT

Salary Scale: H3
Hours: 32.5 hours per week, term-time only
(8:15-3:30pm daily with a 45-minute lunch break)
Accountable To: Headteacher and Senior Leadership Team (SLT)
Line Manager: Assistant Headteacher for Inclusion and Well-Being.

PURPOSE OF THE ROLE:

To work with teachers as part of a professional team to support teaching and learning by supporting individuals, small groups and/or whole classes of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan.

RESPONSIBILITIES:

- To establish positive relationships with children, parents and carers
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Support the teacher in monitoring, assessing and recording pupil progress/activities including data inputting when necessary
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher and following the school's Feedback and Marking policy
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Share information about pupils with other staff, parents/carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all pupils as required
- To support the children's learning through play where necessary.

Learning Support Assistants may also undertake some or all of the following:

- Work with individual pupils with special educational needs
- Work with pupils for whom English is not their first language
- To work with individuals, pairs and groups of children supporting them in their work in and away from the classroom
- Assist in escorting and supervising pupils on educational visits and out of school activities
- Assist in the development of individual development plans for pupils (such as Personalised Pupil Plans and Case Studies).
- To participate fully in all induction and transition procedures for children, for example, attend welcome meetings, behaviour plan reviews, Individual Learning Plan meetings as and when necessary

- Support pupils in developing and implementing their own personal and social development
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Support the work of volunteers and students in the classroom
- Support the use of ICT in the curriculum
- Assist with break-time supervision including facilitating games and activities
- Physically assist children in activities (may involve lifting, where mobility is an issue)
- Invigilate exams and tests
- Update pupil records and input information and/or data when required
- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
- Monitor and manage stock and supplies for the classroom.
- Provide planned and unplanned short term cover supervision of classes
- To provide cover, maintaining the quality of provision across/over lunchtimes if required
- To attend whole school staff meetings and INSET Days when required
- To attend in-house and external training when required
- To take part in the school's annual performance management procedures
- To be proactive in identifying needs for training.

SCHOOL'S ETHOS, POLICIES AND PROCEDURES:

- To promote the nurturing ethos of the school and uphold our mission statement, vision and values
- To adhere to, and promote all school policies and practices including the 7 Habits
- To use information technology systems integral to the schools systems and as required to carry out the duties of the post in the most efficient and effective manner
- To promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom
- Support pupils in social, mental and emotional well-being
- Use positive behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others
- To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this Job Description and its objectives as required by the class teacher or Senior Leadership Team.

SAFEGUARDING:

- To promote the welfare and well-being of all pupils and staff
- To remain vigilant and do everything possible to protect children and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Designated Safeguarding Lead (DSL) or Deputy DSLs and incident of this nature you witness, hear about or suspect
- To be vigilant in the care of all children and those concerning child protection issues and to follow the county and school procedures in the case of a disclosure from a child.

EQUAL OPPORTUNITIES:

- To implement the county and school's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, age, gender, disability, sexuality or status

- To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in-line with the Equalities Act 2010
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual(s) involved understands it is unacceptable at Applecroft School and the wider society.

HEALTH AND SAFETY:

- In carrying out the tasks in this job description you have a duty (under Health and Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedures and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community
- To ensure county and school guidelines and procedures for Health and Safety are adhered to
- To ensure a safe working environment both indoors and outdoors for staff and children
- Organise and safely manage the appropriate learning environment and resources
- To attend to and record minor accidents and incidents and to report injuries of concern to the Line Manager (Assistant Headteacher) or another member of SLT.

DATA PROTECTION:

- When working with computerised and online systems to always be completely aware of responsibilities under the Data Protection Act 1998 for the security

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.

The job may include clearing up blood or other bodily fluids of children. County guidelines must be adhered to for your own safety.

This role will be reviewed annually as part of the appraisal and performance management process.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.