



Job Description: Teaching Assistant Level 2

**1. Title and Grade of Post: Learning Support Assistant
H3**

2. General Professional Responsibilities

To support the learning, welfare and inclusion needs of students with physical and neurological difficulties.

3. Applicable Contract Terms and Duties

This job description is to be performed in accordance with the provisions of the pay and conditions policy and within the duties set out in that document, so far as is relevant to the post holder's title and salary grade.

4. Relationships

- 4.1 the post holder is responsible and accountable to the Headteacher
- 4.2 the post holder reports to the SENCo
- 4.3 the post holder interacts with other professional colleagues and should establish and maintain productive relationships with them and promote mutual understanding of our aim to improve the quality of teaching and learning at The Highfield School

5. Particular Responsibilities

- 5.1 to aid the named students to learn as effectively as possible both in group situations and on his/her own by, for example:
 - Clarifying and explaining instructions and learning activities
 - Supporting visual perceptual difficulties in line with specialist advice
 - Ensuring the student is able to access and use equipment and materials provided
 - Motivating and encouraging the students as required
 - Assisting in weaker areas, e.g. language, behaviours, reading, spelling, handwriting/presentation
 - Helping pupils to concentrate on and finish work set
 - Adapting work as required to ensure accessibility
 - Meeting physical and welfare needs as required whilst encouraging the development of independence



Headteacher: Mr Ian Morris BA (Hons)

- 5.2 to liaise, advise and consult with subject teachers to ensure consistency of understanding and delivery in order to secure positive learning outcomes;
- 5.3 to attend to the students personal care, toileting and welfare needs including moving and handling;
- 5.4 to liaise with the parents, foster positive working relationships and to ensure communication about the day and homework expectations are clear;
- 5.5 to establish a supportive relationship with the students concerned;
- 5.6 within an agreed system of supervision, plan, deliver and evaluate programmes of work that meet teaching and learning objectives;
- 5.7 to encourage acceptance, understanding and inclusion of the students' specific needs within the school community;
- 5.8 to develop methods of promoting/reinforcing the students' self-esteem;
- 5.9 to raise and review the aims and outcomes of the student's EHC plan in partnership with the subject teachers;
- 5.10 to develop an understanding of the specific needs of the students be supported as well as to develop knowledge of a range of learning support needs within the wider school community;
- 5.11 to liaise, advise and consult with other members of the team supporting the named students when asked to do so;
- 5.12 to contribute to the students' progress reviews, as appropriate;
- 5.13 to attend relevant in-service training;
- 5.14 to be aware of school procedures and policies;
- 5.15 to maintain departmental resources and procedures;
- 5.16 to be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately;
- 5.17 to assist with break-time supervision including feeding, facilitating games and activities;
- 5.18 to assist with escorting these students on educational visits as appropriate;
- 5.19 to carry out any other reasonable duties as may from time to time be requested by the Headteacher.

This job description issued on 13th June 2016 may be amended at any time by agreement, but in any case will be reviewed annually.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.
