

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.

June 2018