

JOB DESCRIPTION

JOB TITLE: Learning Support Assistant Trainee

RESPONSIBLE TO: SENCO

JOB PURPOSE: The main objectives to be achieved by the Post-holder

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.

What the post-holder will actually do, including prescribed duties

Achievement

- 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

Teaching

- Under the clear guidance of the class teacher, to implement structured learning activities and to assist individual/group of pupil/pupils to complete tasks
- To support pupils as part of a planned inclusion programme
- To assist in the development of varying skills that support pupils' learning
- To plan and deliver 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 assist with the arrangements for administering pupil work experience
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

Behaviour and Safety

- 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

Training

- 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

General

- To be aware of the confidential nature of issues related to home/pupil/teacher/school work

June 2018