

# WADDESDON CHURCH OF ENGLAND SCHOOL

<b>JOB DESCRIPTION</b>	
<b>JOB TITLE:</b>	<b>Learning Support Assistant</b>
<b>GRADE:</b>	<b>Scale 2</b>
<b>RESPONSIBLE TO:</b>	<b>SENCO</b>
<p><b>JOB PURPOSE: The main objectives to be achieved by the Post-holder</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• To provide support for students in Enrichment activities.</li> </ul>	
<b>MAIN ACTIVITIES:</b>	<b>What the post-holder will actually do, including prescribed duties</b>
<p><b>Achievement</b></p> <ul style="list-style-type: none"> <li>• To develop positive relationships with pupils to assist pupil progress and attainment</li> <li>• To assist in the devising of pupil's individual targets and their monitoring and review</li> <li>• To assist in the monitoring/recording of pupil progress, problems and developmental needs</li> </ul> <p><b>Teaching</b></p> <ul style="list-style-type: none"> <li>• Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/group of pupil/pupils to complete tasks</li> <li>• Support pupils as part of a planned inclusion programme</li> <li>• To assist in the development of varying skills that support pupils' learning</li> <li>• Planning and delivering one-to-one and group work support as appropriate</li> <li>• To assist in the production of teaching aids</li> <li>• To undertake routine classroom administrative tasks including class lists</li> <li>• To provide information to the class teacher to assist in the planning of work programmes</li> <li>• To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop</li> <li>• To deliver small group teaching to ensure progress with literacy skills</li> </ul> <p><b>Behaviour and Safety</b></p> <ul style="list-style-type: none"> <li>• To undertake activities in monitoring the personal social and emotional needs of pupils</li> <li>• To assist in the specific medical/care needs of pupils when specific training has been undertaken</li> <li>• To assist in pupil supervision and assist in the management of pupil behaviour</li> <li>• 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</li> <li>• To contribute to the overall ethos/work/aims of the school</li> <li>• To establish constructive relationships and communicate with other agencies/professionals, to support achievement and progress of pupils</li> </ul>	

### **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.**

*Oct 2018*