

LEARNING SUPPORT ASSISTANT – JOB DESCRIPTION

SUPPORT FOR PUPIL

- Use specialist (curricular/learning) skills/training/experience to support the pupil
- Assist with the development and implementation of the child's IEP
- Establish productive working relationships with the pupil, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of the pupil within the school
- Support the pupil consistently whilst recognising and responding to his individual needs
- Encourage the pupil to interact and work co-operatively with others and engage in activities
- Promote independence and employ strategies to recognise and reward achievement and promote positive behaviour and self reliance
- To be able to work with the pupil, in or out of the classroom, when required
- Provide feedback to the pupil in relation to progress and achievement

SUPPORT FOR THE TEACHER

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate the pupil's response to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews as requested
- Promote positive values, attitudes and good pupil behaviour and encourage the pupil to take responsibility for his/her own behaviour
- Liaise sensitively and effectively with parents as agreed with the teacher

SUPPORT FOR THE CURRICULUM

- Implement agreed learning activities/teaching programmes, adjusting activities according to the pupil's responses and needs
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help the pupil to access learning activities through specialist support

SUPPORT FOR THE SCHOOL

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- 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
- Supervise the pupil on visits, trips and out of school activities as required

PERSON SPECIFICATION	
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working with children who have Special Educational Needs
Essential	<ul style="list-style-type: none"> • Good numeracy/literacy skills • Good communication skills • Ability to relate well to children and adults
Desirable	<ul style="list-style-type: none"> • NVQ 2 for Teaching Assistants or equivalent qualification or experience • Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area • Can use computing effectively to support learning • Use of other equipment technology • Working knowledge of the national curriculum • Understanding of principles of child development and learning processes • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these • Appropriate first aid training