**Avenue Primary School**

**Job Title**: Learning Support Assistant

**Grade** : Scale 3

**Reports to**: Head teacher/ Assistant Headteacher for Inclusion with daily work responsibilities directed by Year Group Leader

**Staff Supervised**: None

**PURPOSE OF THE JOB:**

The Learning Support Assistant is a member of a team of practitioners responsible for the education and care of the pupils in the school.

Learning Support Assistants are required to:

* Support the education, learning and personal welfare and development of all pupils
* Have due regard to the school’s aims, objectives, schemes of work and policies, and relevant national requirements
* Share in the corporate responsibility for the learning , well-being and personal development ,including discipline, of all pupils

**KEY DUTIES AND RESPONSIBILITIES:**

**Personal and Professional conduct:**

* To maintain confidentiality at all times with regard to both supported pupils and the wider school.
* To contribute to the overall ethos and aims of the School
* To be aware of , and comply with the policies and procedures relating to child protection and safeguarding , health and safety, security , confidentiality and data protection and report all concerns to the appropriate designated adult.

**Knowledge and understanding:**

* To attend any relevant training and as required to undertake duties required to support individual /groups of pupils learning and or welfare.
* To take part in in-service training, relevant performance management arrangements and other meetings, as directed in normal contracted working hours; in order to be conversant with school policies and procedures.
* To produce and maintain classroom resources, displays and classroom layout in consultation with the class teacher.
* To assist in meeting particular pupils needs e.g. physical development, speech/language development, and medical needs identified in an approved care plan and agreed by parents.
* To assist pupils with personal care needs, this may include dressing, feeding and toileting if appropriate, whilst encouraging independence wherever possible.

**Learning and Teaching:**

* To take every opportunity to develop pupils’ English, Mathematics and related skills as directed by class teachers.
* To assist in monitoring and recording the progress of individual pupils in accordance with school procedures, and reporting to class teachers and other professionals.
* To give oral and written feedback to pupils and their parents/carers, as directed by the class teacher, on their attainment in order to promote further progress.
* To help promote and reinforce pupils’ self-esteem, encouraging inclusion of pupils which may include participating in physical activities with the pupils.
* To create and maintain a purposeful, orderly and supportive learning environment, ensuring that pupils are able to use equipment and the learning materials provided.
* To work with pupils individually and collectively by contributing to decisions about the most appropriate learning goals and strategies.
* To support pupil learning outside the School and classroom environment e.g. during educational visits, enrichment activities, sporting events.
* To provide feedback on pupils in relation to progress and achievement under guidance of the teacher. This may include feedback on pupil progress in meeting individual targets.
* To use a range of supporting techniques, including computers and other resources, and consider in consultation with the teacher when and how to deploy them.
* To support teachers in helping train pupils in the individual and collaborative study skills necessary for learning.
* To undertake out of school learning activities as required eg. School visits, swimming lessons etc.

**Working with others:**

* To work with teachers to identify and respond appropriately to pupils individual needs, assisting pupils in areas of specific difficulty.
* To assist the teacher/ year group leader in setting appropriate learning and behaviour expectations of pupils and supporting pupils appropriately to achieve these.
* To carry out routine classroom and clerical tasks e.g. organising resources, assembling displays, photocopying, collecting trip money, distributing letters and producing class lists.
* Under the supervision of the teacher, present agreed learning tasks in a clear and stimulating manner to help maintain pupils’ interest and motivation.
* To work alongside other adults, including teachers, trainee teachers and other support staff.
* To assist with the supervision of pupils out of lesson time, including break, lunchtimes and educational visits, during the school day as necessary for their safety and well-being.
* To carry out break and lunchtime supervisory duties as required.
* To work and communicate effectively with outside agencies where required.
* Any other appropriate duties, as deemed relevant to the purpose of the post, and within the grading and competency of the post holder, as reasonably required by the Headteacher.

***This job description may be amended at any time after discussion with the postholder but will be reviewed annually during the academic year and appropriate changes made if necessary.***

**EQUAL OPPORTUNITIES:**

This school has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.\_\_\_\_

**SAFEGUARDING:**

The school is committed to safeguarding and promoting the welfare of children and young people. Everybody who works for the school is expected to share and promote this commitment and to have, or acquire, the relevant abilities, skills and knowledge to carry it out.

**Post holder:………………………………………. Date:**

**Headteacher:……………………………………… Date:**