



## JOB DESCRIPTION

**Job Title: Learning Support Assistant    SEND Tier 1-4 Scale 1 – 6.**

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### Job Purpose

- To assist in promoting the learning and personal development of the pupil/s to whom you are assigned, to enable him/her/them to make best use of the educational opportunities available to them. **To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher. To plan and/ or modify activities, and/or expected outcomes.** To support access to learning for pupils and where directed provide general support to the teacher in the management of pupils and the classroom.

### Major Tasks, Duties and Responsibilities

1. To aid the pupil/s to learn as effectively as possible both in group situations and on his/her/their own by, for example:
  - Clarifying and explaining instructions
  - Ensuring the pupil(s) is able to use equipment and materials provided
  - Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
  - Assisting in weaker areas, e.g. speech and language,
  - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
  - Liaising with class teacher, SENCO and other professionals about individual education plans, contributing to the planning and delivery as appropriate
  - Providing additional nurture to individuals when requested by the class teacher or SENCO
  - Consistently and effectively implementing agreed behaviour management strategies
  - Helping to make appropriate resources to support the pupil
2. To establish supportive relationships with the pupil concerned
3. To promote the acceptance and inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner



4. Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to
5. achieve the intended learning outcomes.

### **Tier 2**

6. To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance and self-esteem.
7. Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development
8. Where appropriate, to know and apply positive handling techniques
9. To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc

### **Tier 3**

10. To be aware of confidential issues linked to home/pupil/teacher/school
11. To contribute towards reviews of the pupil's progress as appropriate
12. To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties
13. To accompany teacher and pupils on educational visits
14. Support pupils in using basic ICT as directed

### ***Support for Teacher***

1. Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work
2. Undertake pupil record keeping as requested
3. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
4. Gather/report information from/to parents/carers as directed



5. Provide clerical/admin. support e.g. photocopying, typing, filing, collecting money etc.
6. Support/ Teach a group of children during lessons.
- 7.
8. Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

### ***Support for the School***

1. 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
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/work/aims of the school

#### **Tier 2**

4. Appreciate and support the role of other professionals
5. Attend relevant meetings as required
6. Participate in training and other learning activities and performance development as required

#### **Tier 3**

7. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
8. Accompany teaching staff and pupils on visits, trips and out of school activities as required
9. Assist with the organisation and running of Breakfast club and or any other morning booster group.
10. Participate in and support school events.



**Other requirements:**

1. To attend and participate in staff meetings.
2. To participate in training and performance management as required.
3. To have an up-to-date Enhanced DBS Disclosure.
4. Plan and organise 1:1 and small group work
5. Monitor Tier 1 employees

**Tier 4**

6. Prepare paperwork and reports for parents and or other agencies
7. To provide nurture groups as directed and planned with SENDCo
8. To monitor the Attendance of pupils and take necessary actions
9. To take responsibility for leading/ organisation/ development within the school
10. To lead breakfast club
11. To lead training with support from SENDCo

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.