Learning Support Assistant Job Description	
Post Title	**Learning Support Assistant**
Salary Grade	N4 (AA4220)
Purpose	To assist in providing classroom support duties including curriculum related tasks under the direction of the teacher and responding to pupils' social, emotional and physical needs.
Main Duties	The following list is typical of the level of duties which the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.
Responsibilities	**General** • Supporting the teacher in the general management of the classroom. • To undertake activities, as directed by the teacher, with individuals or small groups of pupils. • To provide clerical and administrative support, e.g. photocopying, word processing, filing, collection of money. • Supervising small groups of pupils alone and participating in general activities including giving sensitive support and intervention in children's play.
	Classroom Organisation • Assist with the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment. • Assisting in the preparation, maintenance and repair of books, apparatus and equipment to include stocktaking of resources. • Preparing pupils' work for display in the classroom and around school.
	Pupil Support • To assist in providing classroom support to pupils with special educational needs (autism) or pupils whose first language is not English. • Working with pupils directly on curriculum related tasks under the direction of the teacher. • Assisting in the delivery of support to pupils, including assessment, recording and reporting procedures. • Assisting the teacher with the development of specialist support and communication skills as required e.g. Picture Exchange Communication System. • Giving relevant feedback to the teacher regarding the social, emotional and physical needs of pupils thus offering the teacher support in their assessment. • Assisting with monitoring and evaluating the learning environment provided for the pupils in his/her care.

	• Working with teachers, speech and language therapists and other specialist staff to assist in delivering agreed programmes. • Accompanying pupils on excursions and other extra-curricular activities, including independence skills training programmes.
	School Support • To follow the school policy documents and schemes of work and keep updated with school and National Curriculum documentation. • To support teachers in selecting and preparing teaching resources that meet pupils' needs and interests. • Assist in maintaining a healthy, safe and secure environment for pupils within and outside the classroom and to act in accordance with the School's policies and procedures.
	Welfare and other duties • To assist the classroom teacher with the creation of a safe environment for pupils within and outside the classroom. • Assisting in the supervision of pupils particularly at break periods and the beginning and end of sessions. • To meet the intimate care needs of identified pupils. • Provision of general care and welfare by responding appropriately to the social, emotional and physical needs of pupils. This might include attending to sick or injured pupils. • To promote and implement the school's Equality Policy in all aspects of employment and service deliver. • The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

The school will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in school priorities or the job commensurate with the job grade and title.

September 2019