

# JOB DESCRIPTION



**POST TITLE:** Learning Support Assistant (AA4220)

**GRADE:** N4

**RESPONSIBLE TO:** Head Teacher or other designated teacher

**RESPONSIBLE FOR:** N/A

**JOB 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 post holder 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.

**(a) General**

- 1 Supporting the teacher in the general management of the classroom.
- 2 To undertake activities, as directed by the teacher, with individuals or small groups of pupils.
- 3 To provide clerical and administrative support, e.g. photocopying, word processing, filing, collection of money.
- 4 Supervising small groups of pupils alone and participating in general activities including giving sensitive support and intervention in children's play.

**(b) Classroom Organisation**

- 1 Assist with the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
- 2 Assisting in the preparation, maintenance and repair of books, apparatus and equipment to include stocktaking of resources.
- 3 Preparing pupils' work for display in the classroom and around school.

**(c) Pupil Support**

- 1 To assist in providing classroom support to pupils with special educational needs (autism) or pupils whose first language is not English.
- 2 Working with pupils directly on curriculum related tasks under the direction of the teacher.
- 3 Assisting in the delivery of support to pupils, including assessment, recording and reporting procedures.
- 4 Assisting the teacher with the development of specialist support and communication skills as required e.g. Picture Exchange Communication System.
- 5 Giving relevant feedback to the teacher regarding the social, emotional and physical needs of pupils thus offering the teacher support in their assessment.
- 6 Assisting with monitoring and evaluating the learning environment provided for the pupils in their care.
- 7 Working with teachers, speech and language therapists and other specialist staff to assist in delivering agreed programmes.
- 8 Accompanying pupils on educational visits and other extra-curricular activities, including independence skills training programmes.

**(d) School Support**

- 1 To follow all policy documents and schemes of work and keep updated with school and National Curriculum documentation.
- 2 To support teachers in selecting and preparing teaching resources that meet pupils' needs and interests.
- 3 Assist in maintaining a healthy, safe and secure environment for pupils within and outside the classroom and to act in accordance with the Trust policies and procedures.

**(e) Welfare and other duties**

- 1 To assist the classroom teacher with the creation of a safe environment for pupils within and outside the classroom.
- 2 Assisting in the supervision of pupils particularly at break periods and the beginning and end of sessions.
- 3 To meet the intimate care needs of identified pupils.
- 4 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.
- 5 To promote and implement the Trust Equality Policy in all aspects of employment and service deliver.

**(f) Child Protection**

The post holder will have responsibility for promoting and safeguarding the welfare of children and young persons they are responsible for, or come into contact with.