



## Job Description for Learning Support Assistant

**Responsible to:** Headteacher

**Line managed by:** Deputy Headteacher & SENCo/Class Teacher

**Purpose of job:** To ensure the effective inclusion and support of SEN children in school implementing the school's SEND Policy and procedures under the direction of the SENCo and class teachers.

To support members of staff in the daily running of the school.

To play an active role promoting the well-being of all children and to actively promote and adhere to all school safeguarding policies and procedures.

### Job Profile: Learning Support Assistant

To support children's learning so that additional needs are not a barrier to independence and success.

Learning Support Assistant responsibilities include:

- To support the well-being and happiness of pupils, being aware of their mental health needs and recognising when a child needs additional support in this area.
- To support children's learning, providing scaffolded support with a view to developing independence.
- To enable children to feel success in their learning and other aspects of school life
- Clarifying and explaining instructions
- Ensuring pupils are able to use necessary equipment
- Motivating and encouraging pupils in all areas of school life
- Assisting in areas of specific need, such as speech and language or writing tasks
- Supporting pupils to utilise strategies to aid concentration and access tasks
- Attending to pupils' personal and health needs
- Developing appropriate resources to support pupils
- Assisting in the management of pupils' social interaction and behaviour
- Leading small teaching groups or 1:1 intervention programmes
- Liaising with other staff in order to provide the best possible support for children
- Supervising children at break and lunchtimes – supporting children with their social communication, their play and their peer relationships.

### Person Specification:

#### Essential:

- Good level of written and spoken English – Hold an English GCSE or equivalent
- Numerate – Hold a mathematics GCSE or equivalent
- Basic IT skills.
- Able to communicate effectively with pupils.
- Able to assist with the organisation of the learning environment.
- Able to maintain records and pupil files.
- Able to work effectively with adult team members.
- Able to maintain confidentiality.

#### Desirable

- First Aid qualification
- Previous experience working in a school as an LSA / TA.