

**Job Description**  
**Learning Support Assistant**

**JOB TITLE:** Learning Support Assistant

**RESPONSIBLE TO:** Head Teacher

**RECEIVES INSTRUCTIONS FROM:** ALNCo / Class Teacher

**PURPOSE OF JOB:** To assist in the support and inclusion of the pupil with special educational needs within the school

**JOB DUTIES:**

**A. Supporting the pupil**

1. To develop a knowledge of a range of learning support needs relevant to the school
2. To develop an understanding of the specific needs of the pupil to be supported
3. To aid the pupil to learn as effectively as possible both in group situations and individually, inside and outside of the classroom

For example:

Ensuring the pupil is able to use necessary equipment and resources  
Helping the pupil to move around school safely, negotiating stairs  
Assisting the pupil in participating in sports and physical activity  
Motivating and encouraging the pupil  
Providing support in the classroom to enable the pupil to access and complete activities in all areas of the curriculum  
Delivering one-to-one programmes to support the pupil's development, such as speech and language programmes  
Attending to the pupil's personal and health needs  
Assisting in the management of the pupil's social interactions and behaviour

4. To establish a supportive relationship with the pupil and parents concerned
5. To establish acceptance and inclusion of the pupil in the classroom
6. To manage pupil as advised by the SENCo and class teacher
7. To use methods of promoting / reinforcing the pupil's self esteem
8. To ensure the safety of the pupil while in your care
9. To carry out any specific duties as outlined in the pupil's Individual Educational Plan [IEP]
10. Attending and participating in meetings with external agencies both on and off site

### **Supporting the ALNCo and Class Teacher**

- To assist the ALNCo to develop a suitable programme of support and then carry out the programme, within the classroom or in a withdrawal situation
- To maintain the ALN team's system of recording and monitoring of pupil's progress
- To provide feedback about pupil's difficulties and/ or progress to the ALNCo and Class teacher
- To write reports about the pupil's progress as requested by the ALNCo
- To participate in the evaluation of the support programme, with the ALNCo and class teacher
- To help adapt/ find differentiated materials to enable pupil to access the class curriculum
- To report any problems about arrangements or any incidents to the ALNCo, or if unavailable, to the class teacher

### **Supporting the school**

- Where appropriate, to foster links between home and school
- To liaise, advise and consult with other members of the ALN team
- To contribute to Annual Review meetings, as appropriate
- To participate in relevant professional development
- To be aware of / follow school policies and procedures
- To maintain confidentiality about home- school / pupil- teacher/ school work matters
- To assist in playground duties at lunch and breaktimes
- To complete any other task as directed by the Headteacher.

*"The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services."*