

Fir Vale School JOB DESCRIPTION

Post Title:	Learning Support Assistant – Level 2
Hours of work:	37 hours, 5 days per week, term time (39 weeks)
Salary:	Grade 3 (SCP 5 – 6) Pro-rata
Responsible to:	SEND Inclusion Manager
Responsible for:	To work under the direct instruction of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for students and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area.

The key areas of work are:

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| A. Supporting Students | B. Supporting Teachers |
| C. Support for the Curriculum | D. Support for the School |
| E. Other | |

A. Supporting Students

- Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development of students' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all students.
- Encourage students to interact with others and engage in activities led by the teacher.
- Encourage students to act independently as appropriate.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to students in relation to progress and achievement under guidance of the teacher.

B. Supporting Teachers

- Prepare the classroom as directed for lessons, clear afterwards and assist with the display of students work.
- Use strategies, in liaison with the teacher to support students to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor students' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on students achievement, progress, problems etc.

- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Administer routine tests and invigilate exams and undertake routine marking of students' work.
- Be aware of student problems / progress / achievements and report to the teacher as agreed.
- Undertake student record keeping as requested.
- Support the Teacher in managing student behaviour, reporting difficulties as appropriate.
- Gather / report information from / to parents / carers as directed.
- Provide clerical administrative support e.g. photocopying, typing, filing, collecting money, administer coursework etc.

C. Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses.
- Undertake programmes linked to local and national learning strategies, eg literacy, numeracy, recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Prepare and maintain equipment / resources as directed by the Teachers and assist students in their use.

D. Support for the School

- 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.
- Be aware of and support differentiation and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times, including before, after school and at lunchtimes.
- Accompany teaching staff and students on visits, trips, and out of school activities as required and take responsibility for a group under the supervision of the teacher.

E. Other

- As may be reasonably in agreement with the Headteacher