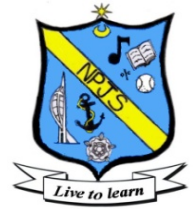




September 2021

# Northern Parade Infant and Junior Schools

Proud to be the home of a Sensory Impaired Resource



## Job Description

### Education Learning Support Assistant Team

|                    |  |
|--------------------|--|
| <b>JOB TITLE:</b>  | <b>Learning Support Assistant</b>          |
| <b>REPORTS TO:</b> | Assistant Head / Year lead / Class teacher |
| <b>GRADE:</b>      | Pay Band 3                                 |

#### JOB PURPOSE:

To work under the guidance of a teacher/Assistant Head planning and preparing learning activities and to deliver these within your year group either to a small group of pupils and on a one to one basis.  
To support pupils' access to learning by caring for their personal welfare and maintenance of a safe and stimulating environment.  
To manage and supervise pupil behaviour.  
To contribute to the maintenance of effective school administration.

#### KEY ACCOUNTABILITIES

- To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place
- To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery
- To fully comply with the Health and safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work
- At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above
- To work with colleagues to achieve service plan objectives and targets
- To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

#### PRINCIPAL RESPONSIBILITIES/DUTIES

##### Teaching and Learning Assistance – delivering learning under teacher guidance

- To assist in planning, organising and manage structured learning activities which reflect specific expertise and knowledge.
- Help pupils understand teacher instructions and support them during learning activities.
- Evaluate and adjust lesson plans.
- Create a structured, positive learning environment within the curriculum or subject area being taught.
- Support the Curriculum Plan and learning programmes designed by the teacher.
- Assist with the development of Special Educational Needs Plans or targeted learning objectives.
- Supervise pupils, delivering learning activities to small groups of pupils, adjusting activities within the scope of the lesson plan and learning outcomes in response to pupils learning.

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- Monitor pupil responses to learning through observation and structured assessment against predetermined learning objectives.
- Provide objective and accurate feedback sensitively for pupils, parent etc and producing evidence based reports to Teaching Staff.
- Ensure the milestones for achievement are challenging and demanding, adjusting activity as required.
- Providing unobtrusive guidance and support to enable pupils to find answers to questions and tasks set, using knowledge of each pupil's differing levels of development and ability to ensure progression and continuity.
- To apply the schools Learning and Teaching policy
- Support the use of IT as a learning aid (including the use of specialist curriculum software), assisting pupils to develop IT competence and independent use of systems.
- Develop and determine the need for specialist equipment, to prepare and maintain these as associated with the specific subject area or curriculum key stage.
- Mark pupils' work, recording progress and achievement. Administer and mark tests, invigilate exams.
- Classroom cover supervision in emergency circumstances including responding to pupil's questions and generally helping pupils undertake activities and achieve learning outcomes.

### **General School Support**

- Providing general and basic welfare support to a pupil with special educational needs.
- Be involved in extracurricular activities, (e.g. clubs, activities, trips, open days, presentation evenings).
- Provide clerical and administrative support, e.g. photocopying, typing, filing, collation of pupil reports.
- Report student and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.

**Signed** ..... **Learning Support Assistant**

**Signed** ..... **Head teacher**