

Job Description

DIRECTORATE:	Education & Family Support
DEPARTMENT:	Schools
POST:	Learning Support Assistant
GRADE OF POST:	Grade 3
RESPONSIBLE TO:	Headteacher

JOB PURPOSE:

Under the direct management of teaching/ relevant staff, support access to learning for pupils and general support to the teacher in the management of pupils in the learning environment.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Provide learning support as instructed to pupils including those with special educational needs or additional learning needs, ensuring their safety and access to learning.
- Assist in creating and maintaining a purposeful, orderly and supportive environment in accordance with lesson plans, and assist with the display of pupils' work.
- Observe and be aware of pupils' progress, problems and achievements and report to the teacher as agreed.
- Assist with the planning and preparation of learning activities as instructed.
- Use of equipment/resources to meet lesson plans and amending activities to individual pupil needs, ensuring all feel involved.
- Assist with the supervision of pupils out of lesson times to include lunchtime and playtime.

GENERAL DUTIES

To understand the Health and Safety responsibilities which fall within a manager's role and the personal Health and Safety responsibilities within the HASAWA 1974.

To ensure that all activities are operated in accordance with Equal Opportunities legislation and Best Practice.

REVIEW DATE/RIGHT TO VARY

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to

you, including development activities, which are within your capability and grade.

CRIMINAL RECORDS BUREAU

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

