

## Ashford Park Primary School

### Job Description

#### Learning Support Assistant

This job profile recognises the requirements of the current Pay and Conditions Regulations. It reflects the vision of primary education promoted by the Headteacher, supported by the Governors and realised through the School Development Plan.

**Job Title:** Learning Support Assistant

**Responsible to:** Special Educational Needs Coordinator (SENCo)

**Job Purpose:** To support both mainstream and special needs (SEN) children

#### **Learning Support Role:**

- To establish a supportive relationship with the children
- To develop an understanding of the specific needs of all SEN children in the class
- To meet the children's physical needs and ensure that they are able to use the equipment/material provided
- To assist the class teacher in the learning and delivery of the curriculum including taking whole class lessons and interventions
- To motivate, encourage, support and recognise the need for independence
- To prepare resources to help children to access the curriculum
- To give regular feedback to the class teacher and SENCo
- Share concerns, including safeguarding
- Discuss with, and report back to the teacher on the planning and assessment of pupils work, both observations and recorded assessments
- Work as part of a team to ensure the well being, behaviour and personal development of pupils enhances their learning opportunities and life skills
- Support, understand and follow school policies
- Take appropriate account of ethnic and cultural diversity to enrich the curriculum
- Teach pupils to take responsibility for resources and the environment;
- To work closely with the SENCO and class teacher to ensure appropriate activities are planned for pupils
- Filing, photocopying and preparation of resources as and when needed
- Support the teacher with any general administration as necessary

#### **Professional:**

- To maintain confidentiality inside and outside the workplace
- To maintain the school ethos and vision of the school and be a good role model
- To support the school in maintaining a clean and tidy environment
- Work as a member of a team, planning co-operatively, sharing information, ideas and expertise;
- Use the process of performance management to support the development of personal and professional effectiveness and be proactive in ensuring your objectives are met
- To support the school staff with the general welfare of the children
- To ensure that you take personal responsibility for maintaining clear channels of communication by either attending meetings or reading minutes
- To attend planned INSET training