



# Thomas Johnson Lower School

*Dream- Discover - Flourish*

**TITLE:** Learning Support Assistant – level 2-3 (depending on experience)

**RESPONSIBLE TO:** Class teacher/Headteacher/SENCO

**JOB PURPOSE:** Under the instruction and guidance of teaching staff, to undertake educational activities and attend to the educational, personal and social needs of pupils in order to support their learning and development and to ensure their safety.

## **MAIN RESPONSIBILITIES:**

### **Support for Pupils**

1. To attend to the educational, personal and social needs of pupils and any other requirements depending on the pupil's special needs and, wherever possible, make these part of the learning experience.
2. To promote and support the inclusion of all pupils in the learning activities in which they are involved.
3. Whilst there may be a specific requirement to support particular pupils who have a Educational Health Care Plan, support to other pupils may also be required, at the direction of the Headteacher.
4. To assist with the supervision of pupils on visits, in liaison with the Educational Visits Coordinator

### **Support for Teachers**

1. Within the overall plan set by the class teacher to assist in devising and extending educational activities and in preparation of the curriculum. This may include contributing to the development and implementation of Individual Education Care Plans, and Personal and Pastoral Support Plans.
2. To help assess and systematically record pupils' progress and achievements, using the results of this monitoring in further support work.
3. To efficiently prepare, maintain and use classroom teaching materials and equipment, including organising the use of ICT equipment, bearing in mind the efficient use of school resources (this may include photocopying, arranging displays of work etc).
4. To assist in maintaining our positive classroom ethos by working with individuals and groups of pupils in developing expectations of acceptable personal and social behaviour and help make them part of the learning experience.

### **Support for the Curriculum**

1. To support the teaching of the curriculum and to administer and deliver intervention programmes or other specific curriculum areas/specialisms as required and agreed with the Headteacher.

## **Support for the School**

1. To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the Special Educational Needs Co-ordinator (SENCO) and other teaching assistants; working at all times within the school's policies and procedures
2. To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Headteacher.
3. To attend staff inset training meetings, participate in performance management arrangements and undertake training and development activities. Participation in these additional activities will be the subject of consultation and will take place only with the agreement of both parties – teaching assistants and the headteacher.
4. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
5. To undertake tasks of a similar nature and level, as directed by the Headteacher.