



## **Eversley Primary School**

### **Job Description: Learning Support Assistant**

#### **Responsible to: Inclusion Manager**

The postholder will be responsible for assisting teachers, in supporting children's learning, and providing for their social and welfare needs within the school.

#### **Job Purpose**

- To assist the class teacher with the education, supervision and welfare of a named child with Special Educational Needs

#### **Duties**

- To work with a child with Special Educational Needs, either individually, in a small group or in class to support their learning in all curriculum areas under the direction of the class teacher and Inclusion Manager
- To prepare materials and resources independently through joint planning with teachers to support classroom activities
- To develop the child's use and understanding of language structures and vocabulary, working with them on individual targets
- To take responsibility for delivering specific aspects of the curriculum to individuals and small groups of up to six children
- Help children to learn as effectively and independently as possible, both in group situations and on their own e.g. Clarifying and explaining instructions
- To ensure the health and safety of the children and report concerns or details of accidents/incidents as necessary to the class teacher and parents
- To assist with the development of strategies to support the child's emotional and social development, promote appropriate behaviour and encourage compliance with the school's Behaviour Policy
- To assist with children at the beginning and end of the day and in the playground as required
- To assist in the general care of the educational environment by keeping curriculum resources in the classrooms and other areas e.g. library, maths cupboard etc tidy and in good order
- To implement and promote the school's equal opportunities policies at all times and to value diversity
- To provide personal care and assistance for pupils who require such support. This may include assisting with personal hygiene including changing nappies and facilitating incontinence programmes, feeding or assisting with feeding the pupil safely and hygienically and supporting the pupil during break and lunch times as appropriate.
- **To support the teachers including the following:**
- To assess and monitor the child when working with individually or in a small group and provide written feedback to the class teacher or teacher managing the intervention

- To implement strategies, programmes of work and resources as laid out in Individual Support Plans (ISPs) under the guidance of the Inclusion Manager and class teacher
- To assist with the planning, coordination and assessment of the child's Individual Support Plan taking into account the recommendations and guidelines set out in the Education Health & Care Plan (EHCP)
- To assist with liaison with parents under guidance from the teachers to foster good links between home and school
- To support teachers with educational visits including taking responsibility for the care, welfare and learning of individuals and small groups of children
- To make ongoing notes and assessments of the individual child's progress and contribute to statutory meetings such as Annual Reviews

### **General**

- To attend relevant in-service training as and when required
- To attend all school meetings as directed by the Headteacher
- To develop activities to promote social interactions between pupils during break times
- To carry out any other reasonable tasks in keeping with the post as specified by the Headteacher