A Job Description for a
Learning Support Assistant - Primary

JOB TITLE: Learning Support Assistant

POST HOLDER: G. E

RESPONSIBLE TO: Head Teacher

RECEIVES INSTRUCTIONS FROM: SENCo / Class Teacher

PURPOSE OF JOB: To assist in the support and inclusion of pupils with special educational needs within the school

TERM OF CONTRACT: 1 Year

Hours: 14 hrs per week

START DATE:

JOB DUTIES:

A. **Supporting the pupil**

1. To develop a knowledge of a range of learning support needs relevant to the school
2. To develop an understanding of the specific needs of pupils to be supported
3. To aid the pupil/s to learn as effectively as possible both in group situations and individually, inside and outside of the classroom.

For example:
- Clarifying and explaining instructions
- Ensuring the pupil is able to use necessary equipment
- Motivating and encouraging the pupil/s
- Assisting in areas of specific weakness, such as speech and language or writing tasks
- Helping pupil/s to concentrate on and finish work set
- Attending to pupils’ personal and health needs
- Developing appropriate resources to support the pupil/s
- Assisting in the management of pupils’ social interactions and behaviour
4. To establish a supportive relationship with the pupil/s concerned
5. To establish acceptance and inclusion of the pupil/s in the classroom
6. To manage pupil/s as advised by the SENCo and class teacher
7. To use methods of promoting / reinforcing the pupils’ self esteem
8. To ensure the safety of the pupil/s while in your care
9. To carry out any specific duties as outlined in the pupil/s Individual Educational Plan [IEP]

B. Supporting the SENCo and Class Teacher

1. To assist the SENCo to develop a suitable programme of support and then carry out the programme, within the classroom or in a withdrawal situation
2. To maintain the SEN team’s system of recording and monitoring of pupils’ progress
3. To provide feedback about pupils’ difficulties and/or progress to the SENCo and Class teacher
4. To write reports about the pupil/s progress as requested by the SENCo
5. To participate in the evaluation of the support programme, with the SENCo and class teacher
6. To help adapt/find differentiated materials to enable pupil/s to access the class curriculum
7. To report any problems about arrangements or any incidents to the SENCo, or if unavailable, to the class teacher

C. Supporting the school

1. Where appropriate, to foster links between home and school
2. To liaise, advise and consult with other members of the SEN team
3. To contribute to Annual Review meetings, as appropriate
4. To participate in relevant professional development
5. To be aware of / follow school policies and procedures
6. To maintain confidentiality about home-school / pupil-teacher/school work matters
7. To complete any other task as directed by the head teacher.

Signed:………………………………………………………………………

Signed:………………………………………………………………………

Dated:…………………………