



LEARNING SUPPORT ASSISTANT

Job profile

1. JOB PURPOSE

Supports the teacher with their responsibility for the development and education of pupils with special needs. Uses routine supervision and care skills to support pupils, including those who have physical, emotional or educational needs. Under the direction and supervision of the teacher:

- Assists in the delivery of individual work programmes for pupils with statements of special educational needs.
- Monitors progress and contributes to future planning.
- Works with small groups of pupils as required.
- Organises and maintains the learning environment.
- Works as part of a team to ensure that the wellbeing, behaviour and personal development of the pupil(s) enhances learning opportunities and life skills

2. KEY ACCOUNTABILITIES

CURRICULUM SUPPORT

To assist an individual teacher, or teachers, with classroom organisation and to undertake directed work, such as hearing pupils read or helping with computer skills with individual pupils or small groups. To prepare resource materials as required.

PUPIL SUPPORT

To assist in meeting the pupil's need for encouragement, reassurance and comfort and to foster the development of his/her self-reliance, powers of concentration and sense of individual responsibility.

3. SCOPE FOR IMPACT

The post holder will have the opportunity to play a significant role in helping to develop the self confidence and independence of individual pupils through a close and developing relationship, and in helping them to integrate with other pupils and achieve the maximum possible personal and academic benefits from their period at the school.



4. TASKS

These tasks serve to indicate the range of duties and level of responsibilities involved. It is not exhaustive and it is not intended that every Special Needs Assistant will undertake the full range of tasks.

4.1 CURRICULUM SUPPORT

- to participate, with teaching staff, in the planning and evaluation of learning materials and equipment.
- to assist in the preparation and adaptation of teaching materials, worksheets etc as necessary
- to assist with instruction in the use of specialist equipment (eg computer) and, where appropriate, the correct and safe use of tools and equipment.
- to supervise children undertaking potentially dangerous equipment in-group activities such as craft work or cookery.
- to assist pupils individually or in small groups in developing their reading and numeracy skills in accordance with the principles of good learning practice adopted by the school.
- to assist in supervising tests and recording scores.
- to participate in staff development activities and, where required, to contribute to any discussion of curriculum development and the progress of individual pupils.
- to accompany the class on school visits and be aware of difficulties encountered in unfamiliar surroundings. The timing of such visits may overrun the normal school day.

4.2 PUPIL SUPPORT

- to make sure that pupils are in appropriate working positions and have access to required equipment and materials.
- to attend to pupils' personal requirements and provide physical care on a daily basis, for example supervising movement around different areas of the school site as necessary: assisting younger children with changing out of and into outdoor clothing for example.
- to work with pupils in developing their study and organisational skills
- to work with pupils to build their self-confidence, self-reliance and social skills.

4.3 GENERAL

- preparation of resource packs and first aid box for school visits
- mounting work for display
- classroom resource management, informing the school office of shortages and recording the receipt of replacement stock.
- supervision and safe return of artefacts brought into the classroom by pupils to illustrate current topic work.
- to prepare and, where appropriate record on video or audio tape, resource materials as requested by staff.
- assist with the daily setting up of the classroom and tidying up after lessons.



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Acting Headteacher: Mrs K. Turvey

4.4 MIDDAY MEAL SUPERVISION

- To supervise and maintain positive behaviour of pupils during the midday break, in dining areas, about the school premises and in play areas.
- To assist and direct pupils in the dining areas and elsewhere, dealing with incidents of unacceptable behaviour and referring matters to the Senior Midday Supervisor when necessary.
- To assist as directed with the maintenance of orderly arrangements both for taking of the school meal and the use of the buildings and other areas by pupils.
- To organise play activities as directed by the Senior Midday Meals Supervisor.
- Such other minor and/or non-recurring duties, appropriate to the post, as may be directed.
- To take your lunch break when directed.