



Parkside Middle school

Job description

Designation: Learning Support Assistant (Level 2)

Responsible to: Assistant Headteacher

Hours of work: Variable - Term time only – Plus 5 TED Days

To work under the instructions/guidance of the teacher or senior staff member to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

KEY FUNCTIONS

Support for pupils:

- Supervise and provide particular support to pupils, including those with special needs ensuring their safety and access to learning activities.
- Assist with the development and implementation of individual education/behaviour plans and personal care plans.
- Establish constructive relationships with pupils and interact with them according to the individual needs.
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

Support for teachers:

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement and progress as directed.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the behaviour policy and encourage pupils to take responsibility for their behaviour.
- Administer routine tests.

Support for the curriculum:

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil response.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupil's competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the school:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Take responsibility to check the Mid Term Plans for each subject to understand and prepare for the lessons.
- Appreciate and support the role of other professional.
- Attend and participate in relevant meetings required.
- Participate in training and other learning activities and performance development as required.
- Accompany staff and pupils on visits/trips and take responsibility for a group under the supervision of the teacher.

QUALIFICATIONS REQUIRED

No specific qualification required.
A willingness to access training as required.

SUPERVISORY RESPONSIBILITY

Assistance to students and voluntary helpers.

SUPERVISION RECEIVED

Classroom Teacher, Behaviour Manager, Senior Leadership Team.

CONTACTS

Pupils, Classroom Teacher, SENCO, Head of Welfare, Learning Support Assistants, Behaviour Manager, Senior Leadership Team.

Signature..... **Dated**.....