**Job Description**

Learning Support Assistant

Grade 1C, Point 2

**Duties**

* Establish positive relationships with pupils supported.
* Support pupils with activities which develop literacy and numeracy skills
* Promote positive pupil behaviour in line with school policies and help keep pupils on task
* Working with the class teacher and SENCO to support the implementation of child-centered planning and targets
* Promote the inclusion and acceptance of children with special educational needs within the classroom, ensuring access to lessons and content through appropriate clarification, explanation and resources
* Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
* Monitor and record pupil activities as appropriate writing records and reports as required
* Being aware of the child's special educational needs/progress/achievements and report to the teacher as agreed
* To support learning by arranging/providing resources for lessons/activities under the direction of the teacher
* To attend to pupils’ personal needs including help with social, welfare and health matters, including minor first aid.
* To assist with the preparation, maintenance and control of stocks of materials and resources.
* To display work effectively, and make and maintain basic teaching resources
* To support students in learning outside of the classroom including educational trips and visits

**General**

* To understand and apply school policies in relation to safeguarding and child protection, health and safety and welfare and comply with individual responsibilities in accordance with the role.
* Attend relevant training and take responsibility for own development
* Attend relevant school meetings as required
* To respect confidentiality at all times
* To participate in the performance and development review process, taking responsibility for identification of learning, development and training opportunities in discussion with line manager.
* Ensure that all duties and services provided are in accordance with the school’s equal opportunities policy

The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.