



LEARNING SUPPORT ASSISTANT JOB DESCRIPTION

RESPONSIBILITIES OF ALL STAFF

- To support the whole school vision, values and expectations
- To act upon the duties and responsibilities arising from the Children Act 2004, 'Working Together to Safeguard Children' and 'Keeping Children Safe in Education'
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- To demonstrate commitment to Equal Opportunities
- To show commitment to whole school expectations 'Ready Respectful Safe' as outlined in the Code of Conduct
- To show commitment to the School Growth Plan priorities by attending meetings or training as required and working towards annual Professional Growth Plan targets
- To carry out duties associated with the role which are reasonably assigned by the headteacher

ROLE SPECIFIC RESPONSIBILITIES

Purpose of the role: Responsible, under the direction of the teacher or line manager, to undertake work, care or support programmes to individual pupils or to work with groups, including more in depth support for those with SEND. To enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.

- Support students in accessing learning activities as directed by the teacher
- Ensure the maintenance of a clean and orderly working environment
- Timely and accurate preparation of routine equipment, resources and materials as set out in instructions by the teacher
- Undertake basic record keeping as directed by the teacher
- Assist the teacher with learning activities ensuring health and safety
- Assist by supporting good behaviour of students by encouraging all students to uphold school expectations: 'Ready Respectful Safe'
- Provide basic clerical and administrative support e.g. typing, photocopying, printing, display, collection and recording of money etc.
- Monitor and arrange orderly and secure storage of supplies
- Maintenance of every day equipment, check for quality and safety
- Undertake simple equipment repairs and report other damages according to school systems
- Operation of every day equipment in accordance with instructions
- Contribute to the EHCP annual review process by liaising with the tutor and collecting student voice