

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Learning Support Assistant</b>
<b>Grade:</b>	<b>Scale 3</b>
<b>Reports to:</b>	<b>Key Sage3/4 SENCO</b>
<b>Responsible for (staff):</b>	<b>N/A</b>
<b>Main purpose of the Role</b>	
To support learning in a designated class or with a designated group of students/individual student .	
<b>Core Responsibilities &amp; Tasks</b>	
<ol style="list-style-type: none"> <li>1. Provide learning activities for classes under the professional direction and supervision of a qualified teacher.</li> <li>2. Progress students' learning and to assess, record and report on development, progress and attainment as agreed with the teacher.</li> <li>3. Monitor and record student responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher.</li> <li>4. Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required.</li> <li>5. Support learning by selecting appropriate resources/methods to facilitate agreed learning activities.</li> <li>6. Provide particular and skilled support to all students in a particular learning area from within the overall national curriculum.</li> <li>7. Be involved in planning, organising and implementing IEPs, including attendance at, and contribution to, reviews.</li> <li>8. Under the direction of the teacher to consult with children and their families and carers and other adults.</li> <li>9. Provide short term unplanned cover supervision of classes.</li> <li>10. Take responsibility for the preparation, maintenance and control of stocks of materials and resources.</li> </ol>	
<b>Corporate Responsibilities</b>	
<ul style="list-style-type: none"> <li>• The Trust is committed to safeguarding and promoting the welfare of children and young</li> </ul>	

people and expects all staff and volunteers to share this commitment

- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Academy's activities
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Academy's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

#### **Additional Notes**

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check with barred list check will be requested on successful application to a position at the Trust