



## **Job Description**

**Job Title:** Learning Support Assistant

**Responsible to:** Inclusion Manager

**Salary Grade:** 3

### **Key Purpose:**

To support, implement, monitor and evaluate individual learning programmes for students working under the direction of the school's Inclusion Manager and in collaboration with teaching colleagues across the school.

### **Main Responsibilities**

- 1 To work as part of a team of professionals, supporting the learning of individual pupils and small groups, under the guidance of the Inclusion Manager/ teachers.
- 2 To liaise with Inclusion Manager/ teachers on a daily basis to discuss class tasks and enable pupils to become independent learners within their own ability and assisting the teacher with social skills.
- 3 To work with small groups or individual pupils, clarifying and explaining instructions, ensuring that pupils are able to use equipment and materials whilst motivating pupils to complete work.
- 4 To aid the teacher in classroom discipline re-enforcing the teacher's standards of behaviour and tidiness within the classroom.
- 5 To accompany groups or individuals around the school.
- 6 To work to deliver educational programmes, assisting with the development of reading, writing, spelling and listening skills.
- 7 Work with small groups of pupils on ICT equipment and programmes.
- 8 To help and support pupils create displays etc.
- 9 To occasionally escort and supervise pupils on educational visits and out of school activities.
- 10 In exceptional circumstances you may be required to provide cover for students

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.