JOB DESCRIPTION	
Job Title:	Learning Support Assistant
Reports To:	SENDCo
Grade:	Grade 15, scale points 3-4

Main Purpose of Job

• To support teaching and learning by working with individual pupils and small groups, particularly those with Special Educational Needs and Disabilities (SEND), helping them to access the curriculum, achieve their learning potential, and develop their independence, confidence, and social skills. The postholder will contribute to creating a safe, inclusive, and supportive learning environment in line with the school's values, policies, and local authority guidance.

Main Responsibilities and Duties

Support the teaching and learning processes.
Under the direction of the class teacher and SENDCo, the postholder will:

- Provide educational support to individual pupils and small groups.
- Assist pupils with SEND to access learning activities and achieve agreed outcomes.
- Adapt resources to meet individual learning needs.
- Support pupils to remain engaged, focused and motivated when accessing lessons.
- Reinforce teacher instructions and clarify tasks where required.
- Promote the development of English, Number and communication skills.
- Assist pupils in becoming independent learners.
- Support the effective use of ICT and specialist equipment.
- Encourage positive attitudes towards learning and participation.
- Contribute to the assessment and recording of pupil progress.
- Support the implementation of Education, Health and Care Plans (EHCPs), Learning Support Plans and other intervention programmes.

Supporting Pupils' Personal Development

The postholder will:

- Promote pupils' emotional wellbeing, self-esteem and confidence.
- Support the development of positive relationships with peers and adults.
- Encourage appropriate behaviour in line with the school's Behaviour Policy.
- Assist pupils in developing social and communication skills.
- Implement agreed behaviour support strategies.
- Foster inclusion and encourage full participation in school life.

Supporting the Teacher

The postholder will:

- Assist in preparing teaching materials and classroom resources.

- Support the organisation and maintenance of learning environments.
- Help maintain accurate records of pupil progress and interventions.
- Contribute to pupil reviews and meetings where appropriate.
- Assist with classroom displays and learning resources.
- Support educational visits and enrichment activities.
- Attend inclusion team meetings, training sessions and professional development activities as required

Care, Welfare and Supervision

The postholder will:

- Supervise pupils during lessons, breaktimes, lunchtimes, educational visits and other activities as directed.
- Support pupils with personal care needs where required.
- Assist pupils with mobility, toileting, eating and medical needs in accordance with care plans and school procedures.
- Administer medication and undertake medical support duties following appropriate training and school procedures.
- Provide first aid where appropriately trained.
- Ensure the health, safety and welfare of all pupils at all times.
- Support safeguarding procedures and report concerns immediately in accordance with statutory guidance.

Working with Others

The postholder will:

- Work collaboratively with teachers, support staff, SENDCo and senior leaders.
- Liaise professionally with parents, carers and external agencies as directed.
- Contribute to a positive and supportive staff team.
- Participate in multi-agency meetings where appropriate.
- Maintain confidentiality at all times.

Health and Safety

The post holder is required to:

- Take reasonable care for their own health and safety and that of others who may be affected by their actions.
- Comply with all school health and safety policies and procedures.
- Report hazards, accidents and near misses in accordance with school procedures.

Equal Opportunities

The post holder will actively support the school's commitment to equality, diversity and inclusion and ensure that all pupils are treated with dignity and respect.

Other Duties

This job description is not intended to be exhaustive. The Headteacher reserves the right to amend duties following consultation with the post holder to reflect the changing needs of the school.

Safeguarding Responsibilities

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

The postholder will:

- Adhere to statutory safeguarding guidance and local authority procedures.
- Promote the welfare and wellbeing of all pupils.
- Report any safeguarding concerns immediately through the school's safeguarding procedures.
- Undertake safeguarding training as required.

This post is subject to an Enhanced Disclosure and Barring Service (DBS) check and satisfactory references.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:	
Job Holder:	**Date:**
Line Manager:	**Date:**

PERSON SPECIFICATION		
Criteria	Essential	Desirable
Qualifications	GCSE Grade 4/C or above in English and Mathematics (or equivalent)	NVQ Level 2 or Level 3 Supporting Teaching and Learning (or equivalent)
	Relevant training or willingness to undertake professional development	First Aid qualification
Experience	Experience of working with children	Experience of working within a primary school setting
	Experience of supporting learning activities	Experience of supporting pupils with SEND
	Experience of working effectively as part of a team	Experience of supporting pupils with Autism, ADHD, Speech and Language Needs or SEMH
	Experience of working effectively as part of a team	Experience of supporting pupils with Autism, ADHD, Speech and Language Needs or SEMH
Knowledge & Understanding	Understanding of child development and learning	Knowledge of the SEND Code of Practice
	Awareness of safeguarding and child protection responsibilities	Understanding of Education, Health and Care Plans (EHCPs)
	Understanding of equality, inclusion and diversity	Experience of delivering intervention programmes
Skills & Abilities	Ability to communicate effectively with pupils, staff and parents/carers	Knowledge of specialist SEND strategies and interventions
	Ability to build effective working relationships	Ability to contribute to pupil review meetings and support planning
	Good organisational and time management skills	
	Ability to work independently and as part of a team	
	Ability to maintain confidentiality	
	Competent ICT skills	
Personal Attributes	Patient, caring and supportive approach	
	Positive and enthusiastic attitude	
	Flexible and adaptable	
	Reliable and professional	