



Learning Support Assistant – Job Description

Responsible to: Class teachers (overall responsibility – Assistant Headteacher/Inclusion)

Purpose of the Post

To support class teachers in meeting the needs of pupils with special educational needs, working closely with other members of the classroom support team to help children experience success and make progress from their own starting points.

Key Responsibilities:

Support for children

- Promote the inclusion and acceptance of all pupils.
- Establish positive and constructive relationships with pupils, interacting with them according to their individual needs.
- Work closely with class teachers to support children with a variety of special educational needs, including but not limited to cognition and learning difficulties, autism, physical disabilities, speech and language difficulties and social emotional and mental health needs.
- Support pupils in developing social, communication, and independence skills both inside and outside of the classroom.
- Be a 'key adult' for named individuals, providing one-to-one, small group or within-class support as required, ensuring inclusion and active participation of pupils with SEN.
- Deliver individual interventions or learning programmes as planned for by the class teacher/SENCo.
- Work collaboratively with other staff, including the SENCo (Special Educational Needs Coordinator), to deliver high-quality support tailored to each pupil's needs.

Support for teachers

- Assist in the preparation and adaptation of learning materials to meet individual needs, ensuring that all pupils are actively engaged in lessons.
- Help to implement individual education plans (IEPs) for pupils with specific needs and assist with monitoring and tracking their progress.
- Assist with the management of challenging behaviour, following strategies outlined by the school behaviour policy and any individual pupil support plans.
- Provide feedback to teachers and parents/carers regarding pupil progress, challenges, and successes.
- Help with administrative tasks as required, such as recording pupil progress and completing relevant paperwork.
- Contribute to reviewing individual learning and support plans.

Support for the school

- Ensure the safety and well-being of all pupils by promoting a positive, inclusive, and respectful learning environment.
- Be aware of, and comply with, policies and procedures relating to child protection and safeguarding, health safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- Support the vision and ethos of the school as defined in the staff handbook prospectus
- Appreciate and support the role of other professionals.
- Establish positive working relationships with parents/carers.
- Attend and participate in relevant meetings as required.
- Assist with the supervision of pupils out of lesson times, including lunch duty.

This job description may be amended at any appropriate time, following consultation between the Headteacher and the classroom support team, and will be reviewed annually.