

**Woodside Primary Academy  
Job Description**



**Job Title: Learning Support Assistant working with SEN/Autistic Pupils**

**Grade: Sc3**

**Range: 5 - 6**

**Responsible to: Inclusion Leader/Headteacher**

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**Job Purpose**

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils. Work will be carried out in the classroom and/or outside the main teaching area in groups or 1:1.

**Major Tasks, Duties and Responsibilities**

**1. Support for Pupils**

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- Supervise and support children during the lunch break including help with food choices/eating and supervising activities

## **2. Support for Teachers**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

## **3. Support for the Curriculum**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

## **4. Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

**Other requirements:**

- To attend and participate in staff meetings.
- To participate in training and performance management as required.
- To have an up-to-date Enhanced CRB Disclosure.

## **Learning Support Assistant**

### **Level 2**

#### Person Specification.

#### **1. Experience**

- 1.1 Working with or caring for children of relevant age

#### **2. Qualifications**

- 2.1 Good numeracy/literacy skills
- 2.2 Training in the relevant learning strategies e.g. literacy/ numeracy
- 2.3 First aid training and other training as appropriate

#### **3. Knowledge, Skills and abilities**

- 3.1 Understand and support the needs of individual pupils
- 3.2 Work collaboratively as part of a team
- 3.3 Ability to deliver duties in a professional manner including appropriate confidentiality
- 3.4 Basic understanding of child development and learning
- 3.5 Knowledge and ability to use ICT effectively to support learning
- 3.6 Understanding of relevant policies/codes of practice and awareness of relevant legislation
- 3.7 General understanding of national/foundation stage curriculum and other basic learning programmes/strategies
- 3.8 Ability to self-evaluate learning needs and actively seek learning opportunities
- 3.9 Personal Statement on application must reflect the Job Description.