

## **GENERIC JOB DESCRIPTION**

### **Learning Support Assistant**

**POST RESPONSIBLE TO:** SENCO and Assistant SENCO  
**POST GRADE:** GRADE 5 (£17,681.00 per annum)  
**HOURS:** 35 hours per week term time only (38 weeks)

#### **PURPOSE OF THE POST**

To provide learning support to pupils working in the classroom in collaboration with subject teachers to enable them to continue to access mainstream and provide small group or one to one intervention with planned materials under the guidance of the SENCo/Assistant SENCo.

#### **DUTIES:**

To maintain a daily log of work undertaken, pupils supported and timetable followed.  
To record and report information concerning pupils to the SENCo/Assistant SENCo or relevant member of staff or outside agencies.  
To work with individuals or small groups which may occasionally include out of school hours on pre-determined programmes of study.  
To act as key worker to named pupils.  
To work with individual pupils who may or may not be on the Special Needs Register by:

1. assisting in the recording of success, progress and deterioration of named pupils.
2. assisting in the gathering of information about individual learning approaches.
3. assisting in the gathering of assessment data of named pupils.
4. assisting in the preparation of programmes of study.
5. working with pupils on programmes or providing in-class support.

To assist the SENCo /Assistant SENCo and classroom teachers in the preparation of programmes of study for designated pupils.  
To assist in the preparation of aids and material.  
To monitor use of equipment/resources.  
To join in with the activities of children in class.  
To assist the teacher in the supervision of children.  
To contact parents when required.  
To assist in the provision of general care and welfare when required.  
To maintain a safe environment.  
To provide occasional cover for absent staff.

#### **Providing in-class support for pupils:**

which includes:

1. working with subject teachers in preparation for class work.
2. adapting or preparing materials to enable pupils to access the subject material.
3. working with individuals or small groups in class.
4. assisting in the supervising of pupils according to timetable which may include non-teaching time.

#### **Departmental Administration.**

which includes:

1. completion of information for ordering and stock records.
2. completion of information for record keeping purposes.

The post holder will not have any supervisory responsibility for other staff.

**Appointment of: Learning Support Assistant**

<b>Attributes</b>	<b>Minimum Essential Requirements</b>	<b>Desirable</b>	<b>Measured By; a) Application Form b) Test/Exercise c) Interview</b>
Experience	Experience of working in an education environment		A, C
Qualifications	Good general standard of education at level 2 or above including English and mathematics	Level 3 qualifications	A
Practical and Intellectual Skills	Well organised Flexible Able to work on own initiative People handling skills ICT skills	Excel and data handling skills	A, B, C
Disposition Adjustment Attitudes	Calm under pressure Patient Approachable Confident Punctual and reliable Organised	The ability to command respect from pupils, staff and parents. A good sense of humour	C