

JOB DESCRIPTION

JOB TITLE **Learning Support Assistant**

GRADE **Grade 8**

Purpose of the Job

To provide support for learning activities by children on an individual or group basis, under the general direction of the line manager.

To assess, monitor, record and report on the learning needs, progress and achievements of assigned students.

Key Job Outcomes

- Support for children's learning
- Support / lead small groups of pupils with sport and outdoor activities
- Under the guidance of the Class Teacher, provide direct support for the learning of individual children or groups of children, including those with special needs and challenging behavior to achieve defined progression targets in a child's Engagement Plan and in class plans through:
- Activities, interventions, empathetic and sympathetic listening, direct guidance and the provision of appropriate positive feedback to behavior.
- Facilitating childrens general physical, emotional and educational development
- Supervising and encouraging safe behaviour of individual and groups reinforcement of structured learning habits

The role will specifically include:

- To use data effectively in order to plan for students' needs, track progress and support intervention as required.

- To assess, record and report attendance, progress, development and progress of students and to keep records as required.
 - To support small groups of pupils in sports and outdoor activities
 - To attend team meetings within the English/Maths/Sports departments, where applicable, and other meetings as necessary to perform the remit of this post.
- To support the transition of students with low levels of literacy and/or numeracy into school
- To support the class teacher in marking learning, according to Academy policy.
 - To liaise with parents where appropriate.
 - To engage in the Academy's appraisal and be accountable for their own appraisal outcomes as appropriate to Learning Support Assistant (TA) standards.

2. Support for the learning environment

Under the guidance of the teaching staff, prepare, store, retrieve, sort and display materials, finished work, equipment, topic work plans and/or assignment documents to assist in providing an effective learning environment as determined by the teacher to

- Facilitate the required standards of achievement and performance, including feedback through structured assessment, for individuals and groups within the classroom.
- Support the development of continuous improvement in both personal performance in the job and the work of the team.
- Assist in the development, monitoring, reviewing and progression of childrens' engagement plans which promotes the attainment of standards in learning progress by the Academy required by the Head and Governors, the LEA and the Office for Standards in Education [OFSTED].

3. Care and support for children

Attend to the day to day needs of children, inside and outside the classroom, by provision of personal, social, hygiene, welfare and behaviour support.

- Awareness of the progress of individual children in attaining defined goals
- Promoting effective pastoral care for individual children, under guidance, and liaising with colleagues to provide accurate records.

- Reporting concerns about progress, identifying possible solutions, to the teacher.
- Assisting educational and therapeutic professionals in their delivery of specialist support programmes.
- Carrying out specified medical care procedures following direct specific training by a qualified practitioner.
- Contributing to the assessment by the teacher of individual children's development through observation, record keeping, discussion with colleagues and teachers.

General Accountabilities

- A. So far as reasonably practicable, the postholder must promote safe working practices by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Learn@MAT Health, Safety and Welfare policy, departmental policies and codes of practice.
- B. Work in compliance with the Codes of Conduct, Regulations and policies of Learn@MAT, and its commitment to equal opportunities
- C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards

