



Job Description for Learning Support Assistants at Frieth CEC School

Post: Learning Support Assistant

Responsible to: Headteacher, SLT and class teachers

Duties

To support learning and teaching of individuals and groups of children in conjunction with and under the guidance of the class teacher. However, the job or duties may vary or be amended from time to time without changing the level of responsibility associated with the post.

Teaching and learning

1. Assist in the educational and social development of children under the direction of the headteacher, SENCO and class teachers
2. Assist in the implementation of school support plans for children and help to monitor their progress
3. Provide for individual children and groups inside and outside of the classroom environment to enable them to fully participate in the life and learning of the school
4. To support teachers in delivery of the curriculum to all children
5. Work with other professionals, such as speech therapists and occupational therapists, as necessary
6. Assist class teachers with maintaining student records i.e. assessment folders, marking and recording
7. Support children with emotional and behavioural problems and help to develop their social skills through planned activities supplied by the SENCO or class teacher

Assessing and reporting

1. Prepare and present displays of children's work under the guidance of the class teacher
2. Support class teachers in **administrative and clerical tasks**
3. Undertake other duties from time to time as the headteacher requires

Standards and quality assurance

1. Support the aims and ethos of the school
2. Set a good example in terms of dress, punctuality and attendance
3. Attend and participate in TA meetings
4. Uphold the school's behaviour policy and pupil uniform regulations

5. Attend appropriate CPD and Performance Management arrangements
6. Be proactive in matters relating to health and safety

Other duties and responsibilities

Carry out such other duties as are deemed reasonable, necessary and consistent with your role by the Headteacher and/or governors from time to time.

Signed Print Name

Date

Headteacher Print Name

Date