

Learning Support Assistant (1:1) job description

Teaching and learning

1. Support in the educational, social, emotional, physical and sensory development of the individual pupil, under the direction and guidance of the head teacher, SENCo and class teacher.
2. Assist in the implementation of the pupil's Statement/EHCP and Individual Education Plan (IEP) and help to monitor their progress.
3. Provide support for the individual pupil inside and outside the classroom to enable them to fully participate in activities.
4. Work with the individual pupil and groups of children under the guidance of the teacher.
5. Work with other professionals, such as outside agencies (eg. Speech and Language therapists).
6. Assist the class teacher with maintaining pupil records.

Administrative duties

1. Prepare and present displays of the pupils'.
2. Support class teachers in photocopying and other tasks in order to support teaching.
3. Undertake other duties from time to time as the head teacher requires.

Standards and quality assurance

1. Support the aims and ethos of the school in providing a quality education for all children and enabling them to become independent learners who are able to achieve their potential.
2. Set a good example in terms of dress, punctuality and attendance.
3. Attend team and staff meetings as required.
4. Undertake professional duties and training that may be reasonably assigned by the head teacher and the SENCo.
5. Be proactive in matters relating to health and safety.

Other duties and responsibilities

1. Assisting the pupil on arrival and departure from school.
2. Supervising pupils as they move between sessions.
3. Supervise children at playtimes and occasionally cover lunchtimes in the case of illness or absence.
4. Where appropriate, to liaise with parents and report any concerns to the class teacher, SENCo and head teacher.
5. To maintain confidentiality.
6. To undertake such duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside the general scope of the post will be required only with the agreement of the post holder.