



## Job Description

<b>Job Title:</b>	Learning Support Assistant
<b>Accountable to:</b>	Head of Learning Support and Neurodiversity
<b>Role:</b>	The responsibilities and duties of a Learning Support Assistant are as follows:

### Pastoral

1. Gain knowledge of all pupils with which you work
2. Build the pupils' confidence and enhance self-esteem and actively seek to promote the academic, social and emotional welfare of pupils
3. Encourage good manners, co-operation and good discipline for all pupils
4. Implement behaviour management strategies in accordance with the policy and guidance provided by the Head of Learning Support and Form Teacher
5. Liaise with the Form Teachers and other staff to provide information about pupils as appropriate
6. Abide by all Health and Safety procedures and report any concerns regarding Health and Safety immediately to the Head and Deputy Head
7. Abide by the school's Safeguarding Policy and procedures and report any concerns regarding safeguarding immediately to the Designated Safeguarding Lead
8. To provide care and encouragement to all pupils but specifically those with special educational needs and / or disabilities to access and engage with activities.
9. To be flexible in approach in order to support a pupil within the classroom when they are struggling with all aspects of school life
10. To provide intimate care support to pupils as necessary (these duties only to be undertaken after appropriate risk assessment and training)

## **Teaching and Learning**

11. Implement planned learning activities/teaching programmes as agreed with the Head of Learning Support, adjusting activities according to pupils' responses as appropriate
12. Be involved in keeping records and evaluating identified pupils' progress
13. Able to develop an understanding of the educational, welfare and social needs of pupil requiring support
14. Able to be intuitive as to when the child needs to be withdrawn from the classroom to work in a quieter environment
15. Able to stay calm and objective when faced with unexpected or challenging behaviours
16. Enthusiastic and committed to working as part of a team, including working closely with outside agencies
17. Carry out small group and 1 to 1 interventions providing extra support to pupils through knowledge of a range of activities and opportunities available to them,
18. Liaise with teaching staff to assess and provide particular support to targeted pupils to raise achievements and enable them to overcome barriers to learning.
19. To support pupils to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum, within the class, in small groups and 1 to 1
20. To encourage participation in structured and unstructured learning activities, including play (timetabled and during breaks if required).
21. To prepare and utilise digital resources to support pupils' learning.

## **Standards and quality assurance**

22. Support the aims and ethos of the school at all times
23. Attend weekly staff meetings
24. Set a good example in terms of dress, punctuality and attendance
25. Attend meetings, as required
26. Attend INSET days at start and end of term
27. Be proactive in matters relating to health and safety
28. Keep up to date records of the sessions delivered and of pupil observations and voice.

## **Administrative duties**

29. Assist during playground and cover duties as dictated by rotas
30. Assist at school events, on trips and activities where necessary

This job description will be reviewed annually and may be subject to amendment at any time by the Head, after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of Hurlingham School in relation to the post holder's professional responsibilities and duties.