



WADDESDON

CHURCH OF ENGLAND SCHOOL

LEARNING SUPPORT ASSISTANT

JOB DESCRIPTION

Reporting to:	SENDCo
Role Objectives:	<ul style="list-style-type: none">• Under the teacher's clear guidance, to support the education, personal and social development of pupils in the class including those with special needs and/or bilingual needs and to establish positive relationships with pupils.• To provide support for students in Enrichment activities.
Prescribed Duties:	<p>Achievement</p> <ul style="list-style-type: none">• To develop positive relationships with pupils to assist pupil progress and attainment• To assist in the devising of pupil's individual targets and their monitoring and review• To assist in the monitoring/recording of pupil progress, problems and developmental needs <p>Teaching</p> <ul style="list-style-type: none">• Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/group of pupil/pupils to complete tasks• Support pupils as part of a planned inclusion programme• To assist in the development of varying skills that support pupils' learning• Planning and delivering one-to-one and group work support as appropriate• To assist in the production of teaching aids• To undertake routine classroom administrative tasks including class lists• To provide information to the class teacher to assist in the planning of work programmes• To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop• To deliver small group teaching to ensure progress with literacy skills <p>Behaviour and Safety</p> <ul style="list-style-type: none">• To undertake activities in monitoring the personal social and emotional needs of pupils• To assist in the specific medical/care needs of pupils when specific training has been undertaken• To assist in pupil supervision and assist in the management of pupil behaviour

	<ul style="list-style-type: none"> • To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • To contribute to the overall ethos/work/aims of the school • To establish constructive relationships and communicate with other agencies/professionals, to support achievement and progress of pupils <p>Leadership and Management</p> <ul style="list-style-type: none"> • Attend and participate in regular meetings • Participate in training and other learning activities as required • Recognise own strengths and areas of expertise and use these to advise and support others <p>Management</p> <ul style="list-style-type: none"> • Administrative support within department including exam dispensation referrals, annual reviews etc., where appropriate <p>General</p> <ul style="list-style-type: none"> • To be aware of the confidential nature of issues related to home/pupil/teacher/schoolwork
	<p>Supporting Staff</p> <p>General</p> <ul style="list-style-type: none"> • To work within school policies and procedures with an up-to-date understanding of Keeping Children Safe in Education and related Safeguarding, Child Protection and Code of Conduct requirements • To contribute to the provision of a supportive, aspirational and effective environment for learning • To support the promotion of positive relationships with parents and outside agencies • To attend skill training and participate in personal/performance development as required • To take care of their own and other people's health and safety <p>In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required.</p>