



WADDESDON

CHURCH OF ENGLAND SCHOOL

LEARNING SUPPORT ASSISTANT TRAINEE

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 students in the class including those with special needs and/or bilingual needs and to establish positive relationships with students. • To provide support for students in Enrichment activities.
Prescribed Duties:	<p>Achievement</p> <ul style="list-style-type: none"> • To develop positive relationships with students to assist student progress and attainment • To assist in the devising of students' individual targets and their monitoring and review • To assist in the monitoring/recording of student 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 student/students to complete tasks • To support students as part of a planned inclusion programme • To assist in the development of varying skills that support students' learning • To plan and deliver 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 <p>Behaviour and Safety</p> <ul style="list-style-type: none"> • To undertake activities in monitoring the personal social and emotional needs of students • To assist in the specific medical/care needs of students when specific training has been undertaken • To assist in student supervision and assist in the management of student behaviour • 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

	<ul style="list-style-type: none"> • To establish constructive relationships and communicate with other agencies/professionals, to support achievement and progress of students <p>Training</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>General</p> <ul style="list-style-type: none"> • To be aware of the confidential nature of issues related to home/student/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 wider 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>