

Woolton High School

Learning Support Assistant

Job Description

Main areas of responsibility:

- To provide learning support to pupils in lessons
- To deliver one to one learning as directed by teachers

Support for children:

- To ensure pupil safety at all times in and out of the classroom
- To be familiar as much as possible with pupil needs, including up to date information of their special educational needs.
- To actively supervise pupils during breaks, trips out and other non-teaching times. Including movement between lessons.
- To contribute towards the promotion of high self-esteem and positive self-image amongst pupils.
- To encourage respect, patience and tact in the way that pupils view each other and themselves.
- To report any safeguarding concerns to the Designated Safeguarding Lead for school.
- To support pupils to help them become involved in all aspects of school life.

Support for teachers:

- To give verbal feedback to the teacher to inform their planning and evaluation/assessments.
- To keep teaching areas clean, tidy and in good order.
- To contribute towards the preparation of teaching materials, the preparation and maintenance of resources and assist in the presentation of work and displays.
- To assist in the recording of achievement.
- To work with the teacher to provide appropriate behaviour support strategies in line with school policy.

Support for the school:

- To support the aims of the school.
- To take up opportunities for professional development and participate in the school system for professional development.
- To communicate frequently and effectively with parents and other professionals as required
- To support the implementation of all school policies
- To follow school, LA and general procedures and regulations in respect of health and safety
- To be aware of issues of confidentiality, ensuring loyalty to the school and its pupils
- To develop the city council's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken.

Support for the curriculum:

- To assist in the delivery of activities/lessons devised by the teacher, which may involve individual support, group work or leading on agreed elements of lessons / the curriculum.
- To encourage pupil participation in lessons
- To assist in the provision of activities which may involve work outside of the school and in the local community.

Every employee has a responsibility to ensure that their work complies with all statutory requirements and with standing orders and financial regulations of the city council, and to ensure that all work functions are so undertaken in accordance with health and safety legislation, codes of practice and the city council's safety plan.

This job description is not exhaustive nor is it likely that a learning support assistant will be undertaking all these duties at any one time. Duties, related tasks and responsibilities will vary in type and proportion depending on the needs and age of the pupils in the allocated group or class.

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Person Specification

Learning Support Assistant

	Essential	Desirable
Ability to relate well to children, parents and carers	❖	
Ability to work as part of a team	❖	
Ability to work on own initiative	❖	
Ability to organise resources	❖	
Ability to maintain confidentiality	❖	
Patience	❖	
Be enthusiastic, flexible and hard working	❖	

Qualifications/Experience

Educated to GCSE/equivalent standard minimum of 3 required grade A - C	❖	
Excellent communication skills	❖	
Experience of working with children with challenging behaviour		❖
Experience of child protection / Safeguarding procedures		❖
Experience of safe handling techniques		❖
Knowledge of the National Curriculum as it applies to WHS		❖