

JOB DESCRIPTION

Job Title	Learning Support Assistant (Level 2) with NVQ2
Band/Job Group	Band B – ESC62
Hours/Weeks	
Special Conditions	
Thematic Area	Children & Young People's Service
School	
Responsible to	Principal

Job Summary

- To provide classroom support to pupils under the direction of the teacher/focus provision manager.

Additional duties and responsibilities

1. Support to Pupils

To assist pupils in the use of resources including IT.

To maintain pupils' interests and motivation.

To assist pupils with dress/changing for activities/personal hygiene.

To support individual and group work assigned by the teacher in raising core skills, support individual education plans (IEP/ISPs).

The care and welfare of pupils to include toileting and feeding as required.

Escorting pupils around academy premises/and take home, together with another member of staff.

**General support to pupils in line with special educational needs.*

2. Support to Academy

To have contact and links with those with parental responsibility during the working day, as part of the normal consultative and educational process.

To be aware of and maintain academy policies and procedures.

**Help the academy to develop more effective communication by acting as an interpreter/providing translation.*

Preparation of rooms, equipment and displays.

To maintain academy routine.

To promote high standards of behaviour throughout the academy in accordance with Discipline and Behaviour Policy.

To support the ethos of the academy.

To maintain a safe environment.

3. Support to Teachers/Focus Provision Manager

To deliver pre-planned programmes of work under the direction of a teacher.

To assist in the assessment of pupil attainment/progress.

To undertake duties on a rota basis during mid-morning and mid-afternoon breaks.

To assist the teacher with the supervision of pupils on academy trips/visits.

To keep materials and equipment in a tidy and safe manner.

To liaise with teachers and other staff to obtain, exchange and record information on pupils in accordance with academy policy.

To support the supervision of individuals/groups of pupils.

4. Support with Curriculum

To be involved in planning meetings.

Attendance at appropriate training sessions as required.

To undertake repairs and maintenance of books and equipment.

To develop and prepare curriculum activities/materials.

5. To participate in the operation of the Academy's Personal Performance Development Scheme.

6. It is your responsibility to carry out your duties in line with the Academy's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line

with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.

7. Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
8. The post holder must at all times carry out his/her responsibilities with due regard to the Academy's policy, organisation and arrangements for Health and Safety at Work.