



JOB DESCRIPTION

Post Title: Learning Support Assistant

Grade: 5

Responsible To: Class teacher, Phase Leader, Headteacher

Responsible for:

- The postholder has little or no supervisory responsibility other than assisting in work familiarisation of other employees, including new employees

Job Purpose:

- To work under the instruction/guidance of teaching/senior support staff to work/care/ support programmes to enable access for learning for pupils and to assist the class teacher in the management of pupils and the classroom

Duties and Responsibilities:

- 1 To deliver and implement work programmes to individuals/groups of pupils under the direction and supervision of the class teacher enabling them to achieve maximum access and participation in the curriculum
- 2 To work under the direction of the class teacher and to assist in the planning, monitoring and evaluation of the pupil's learning, ensuring that progress is clearly recorded and related to the learning objectives for that pupil
- 3 To prepare resources as required by the class teacher and to assist in the preparation and mounting of displays within schools
- 4 To attend and assist pupils with their hygiene, eating and general welfare requirements – this may include assisting pupils who have their food via gastrostomy
- 5 To administer medication, including enteral and suction to pupils in accordance with set procedures and with reference to the child's individual health plan, and for controlled drugs in accordance with prescribed instructions. Appropriate training will be provided prior to undertaking such duties. To record the administration of medicines according to the school's policy.
- 6 To support the school's policy on discipline to ensure high standards of pupil behaviour



7. Under the direction of the teacher, to assist in maximising the use of ICT in the learning process
8. Monitor pupils' responses to learning activities and accurately record achievement and progress as directed
9. To assist pupils' transfers throughout the day which requires physical effort
10. To participate/assist in the water during swimming/pool sessions under direction of the Pool Duty Officer.
11. There is an expectation that all members of staff will participate in INSET and training activities to continue their own professional development and to enhance their role within school.

The postholder's duties must be carried out in compliance with the school's policies and procedures including child protection procedures and the Council's Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974), and subsequent health and safety legislation.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the postholder may be required to undertake other reasonably determined duties and responsibilities within the school, commensurate with the grading of the post as contained in the guide entitled "School Support Staff – the Way Forward", without changing the general character of the post.