



Holy Trinity CofE Junior School

Learning Support Assistant – Job Description May 2022

Job Title	Learning Support Assistant	Location	Wallington
Core purpose			
<ul style="list-style-type: none"> An experienced Key Stage Two Learning Support Assistant who will challenge, inspire and excite the children on their learning journey and help us to raise standards ever higher. 			
General Information			
<ul style="list-style-type: none"> The primary focus will be to work with teachers as part of a professional team to support learning activities for classes and for targeted children. 			
Specific Duties			
Support for pupils			
<ul style="list-style-type: none"> Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters. Demonstrate and model good verbal and written English language skills. Ability to support and manage social, emotional and behavioural needs. Ability to liaise sensitively with parents. Supervise and support pupils ensuring their safety and access to learning. Establish good relationships with pupils, acting as a role model, be aware of and respond appropriately to individual needs. Promote the inclusion and acceptance of all pupils. Encourage pupils to interact with others and engage in activities. Encourage pupils to act independently as appropriate. 			
Support for teacher			
<ul style="list-style-type: none"> Be aware of pupil strengths and areas of need/ progress/achievement and report to the teacher as agreed. Liaise with the teacher with regard to expectations when working with the individual or small group. Adapt and modify plans to suit child's needs and situation. Communicate plans and adaptations with staff teams. Undertake pupil record keeping as requested. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate. Gather/report information from/to parents/carers as directed. Work with SENDCo to provide support and contribute to reviews. Provide feedback to help inform the setting of provision through year group meetings 			
Support for the curriculum			
<ul style="list-style-type: none"> Support pupil to understand instructions and social situations. Adapt resources and support pupil so they can access the curriculum. Prepare and maintain equipment / resources as directed by the teacher and assist pupil in their use. Engage with outside agencies to provide specialist support. Help pupils to access learning activities through specialist support. 			
Support for the school			
<ul style="list-style-type: none"> 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. 			

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required and keep up to date with briefings and emails.
- Participate in training and other learning activities and performance development as required, which may include times outside of working hours.
- Assist with the supervision of pupils out of lessons, including before and after school and at playtimes/lunchtimes when required.
- Adhere to the school's vision, values and Code of Conduct & dress code[SG1]

Supervision arrangements

- In line with our management structure and the needs of the job.

Safeguarding

- Holy Trinity School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.
- All staff are asked to self-declare if they have: a change in circumstances in relationships or associations may have implications for the safeguarding of children in school; a transferable risk (ie an incident that takes place outside of school which did not involve children but could have an impact on their suitability to work with children.)
- You must communicate with your colleagues in a professional manner and be accountable for doing so.