



## Wick and Marcross Church in Wales Primary School

### JOB DESCRIPTION: Learning Support Assistant

#### Post Identification

<b>Post Title:</b>	Learning Support Assistant
<b>Post Grade:</b>	Grade 4 Level 5 - 7
<b>Responsible to:</b>	Headteacher and Governing Body

#### Job Summary

- To work under the instruction and guidance of teaching and or members of the school leadership team.
- To support individuals and groups of pupils to enable access to learning.
- To assist the teacher in the management of pupils within the classroom and beyond.

#### Support For Learners

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the learning and development of all pupils.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with the others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Apply strategies to encourage independence, and self-confidence.
- Provide effective feedback to pupils in relation to programmes and recognise and reward achievement.

#### Support For The Teacher

- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Liaise with the teacher to create a purposeful, orderly and supportive learning environment.
- Liaise with the teacher to share short term planning and specific learning objectives for identified groups, individuals, whole class.
- Monitor pupils' responses to learning activities and undertake pupil record keeping as requested.
- Establish routines to ensure regular and effective feedback is given to the teacher in respect of pupils' progress towards targets for learning.
- Apply school policy in relation to the promotion of positive pupil behaviour and attitudes to learning.
- Fulfil clerical and administrative tasks as required e.g. photocopying, collecting money, filing, etc

## Support For The Curriculum

- Undertake structured and agreed learning activities/teaching programmes.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years, assessment for learning.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- Undertake programmes linked to local learning strategies e.g. literacy, numeracy and ICT.
- Support the use of ICT in pupils' learning and their independence in its use.
- Prepare, maintain and use equipment and resources required to meet the agreed teaching programmes and learning activities.
- Liaise sensitively and effectively with parents, carers as agreed with the teacher.
- Participate in meetings with parents and contribute to annual reviews in accordance with school practice.

## Support For The School

- Be aware and comply with policies and procedures relating to inclusion, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school including Curriculum Cymraeg.
- Appreciate and support the role of other professionals.
- Attend and participate relevant meetings as required.
- Participate in training and other learning activities and professional review as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

## In Addition

- Such other duties and responsibilities as may be required by the line manager from time to time.
- To implement the principles of the school's Safeguarding and Equality policies while carrying out the above duties,
- The duties and responsibilities of the post could be subject to change from time to time. Any amendments required by the headteacher / school will be undertaken in consultation with the post holder.