

**SUMMARY OF MAIN DUTIES / RESPONSIBILTIES**

**Job Title:** **Primary** **Learning Support Assistant**

**Job Purpose:**

To complement the work at Tor School through supporting pupils to engage in learning, ensuring safeguarding and promoting their physical and emotional wellbeing.

**This job description is not a complete list of tasks, but rather provides an outline of the main responsibilities of the post.**

**Main duties and Core responsibilities:**

* Work with class teachers to raise the learning and attainment of an individual pupil
* Promote the pupil’s independence, self-esteem and social inclusion by working with pupils
* Support the pupil, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement
* Support the pupil, individually or in groups, so that they are able to succeed in social interactions, and build their confidence, self-esteem and friendship group
* Be pupil focussed and work in a positive way that enables them to achieve
* Support pupils 1:1 if required

Learning support

* To support the holistic learning of individuals and groups of pupils
* Supporting in the assessment and recording of progress towards targets and learning outcomes cross the curriculum
* To support pupil’s pastoral needs and give them the support they require throughout the day as required
* To encourage, and find ways to engage, pupils in a positive activity
* To act as a mentor and be an active listener should pupils need support in this way
* Develop and apply knowledge and understanding of pupils’ general and specific learning needs to support their learning
* Assist in the development, monitoring and evaluation of Individual Education Plans and programmes of work
* Promote the development of key skills and independence
* To take responsibility as required in supporting individuals, or groups of pupils, in off-site learning opportunities and assist in the preparation for these
* To have the inter-personal skills and effective communication skills to work in partnership with parents, including contributing to meetings
* Participate in lunch and break time duties, actively engaging with pupils during break time activities
* Supporting and developing literacy and numeracy tasks which will enable young people to make progress
* Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
* Implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to pupils’ responses as appropriate

Ensuring pupils’ emotional well-being

* Establish positive relationships with all pupils and promote the inclusion of all
* Seek to ensure the promotion and reinforcement of pupils’ self-esteem and the development of positive strategies to manage their emotions effectively
* Seek to develop pupils’ respect for diversity and difference
* Be committed to the safeguarding of pupils

Professional development

* Participate in staff meetings and undertake professional development within contracted hours or outside normal hours by agreement
* To undertake training as required for the role

Learning environment and administration

* Take an active role in establishing and maintaining a tidy, well organised and positive learning environment
* Prepare resources and display pupils’ work. Maintain files, photocopy and use ICT systems for administration and school communication purposes

Specific Responsibilities

* To assume cover supervision of a small group of pupils for a short-term absence of the teacher. To undertake a key worker role when required
* To be a Tutor for a small number of pupils
* To be prepared to use own car to transport pupils
* Liaise with other staff and provide information about the pupil as appropriate

Professional Attributes

* Reflective and creative
* Solution focussed and flexible
* A positive team member who is reliable and consistent
* Emotional resilience and the ability to remain calm under pressure
* Empathic towards the pupils and their families and the challenges they face
* Passionate about enabling all pupils to overcome barriers to learning and achieve success
* High expectations of yourself and also your colleagues
* Professional conduct at all times and including maintaining confidentiality
* Ability to make holistic assessments and work with children, young people and their families to devise action plans linked to assessed needs