

HIGHCLIFFE PRIMARY SCHOOL



Highcliff Primary School Learning Support Assistant

Responsible to: Head of School / SENDCo

Salary: Grade 5

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.

This post is designated as a regulated activity and requires enhanced criminal records check for a regulated activity (including a barred list check).

Principle Responsibility Areas:

To undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of named pupil(s) and the classroom.

To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils.

Work may be carried out in the classrooms or outside the main teaching area.

Key Tasks:

- To help promote the general progress and well-being of all pupils, particularly with SEND. Working within the class, small groups or one to one.
- To develop knowledge of a range of learning support needs and to develop an understanding of the specific needs of the pupil(s) to be supported.

- To supervise and provide particular support for pupil(s), ensuring their safety and access to learning activities;
- To establish a constructive relationship with the pupils and interact with them according to individual needs;
- To promote the inclusion and acceptance of all children;
- To set challenging and demanding expectations and promote self-esteem and independence;
- To provide the necessary pastoral care to enable children to feel secure and happy;
- To provide feedback to pupils in relation to progress and achievement under the guidance of the teacher;
- Assist with the class teacher (and other professionals as appropriate), in the development and planning of a suitable programme of support for pupil(s);
- Monitor pupil's responses to learning activities and accurately record achievement as directed;
- Participate in the evaluation of the support programme;
- Promote good behaviour, dealing promptly with conflicts and incidents in line with established policy, and encourage children to take responsibility for their own behaviour;
- Establish constructive relationships with parents/carers;
- Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.
- Be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;

Arrangements for appraisal of performance

The role of the Learning Support Assistant will be monitored through the school's performance management programme and by members of the SLT.