

## Job Description

**Position:** Learning Support Assistants

### Duties & Responsibilities

#### Learning and Teaching

- To work in partnership with class teachers for the planning and preparation of stimulating, challenging, enjoyable learning opportunities which take into regard the curriculum of the School and the individual abilities of the pupils in the class
- Consistently support the class teacher in teaching at a high level to ensure pupils' learning is challenging and progressing
- Assessing, recording and reporting to the class teacher on the development, progress and attainment of pupils
- Ensuring that all records and data collection are kept up to date and that information is passed onto class teacher and appropriate leaders in a timely manner
- Communicating and consulting with specialist teachers when required, after liaising with the class teacher
- Working as part of a team to plan collaborative schemes of work and learning plans for pupils in their particular year group
- Have the confidence to sometimes take the class in the absence of the teacher

#### Discipline

- Providing guidance and advice to pupils on their social and emotional development
- Contribute positively towards implementing policies and practices reflecting the School's commitment to high achievement and effective teaching and learning.
- Maintaining high standards of behaviour in all learning situations; being aware of the School's Behavioural Policy and procedures
- Maintaining a high standard of pupil behaviour in the playground and common areas, being alert and proactive and inform and liaise with class teachers when appropriate

#### ***Non limiting clause***

*This job description is not intended to be a complete or limiting description of the tasks or responsibilities that the post holder may reasonably be requested to undertake. The job description may be changed to meet new demands or circumstances and following consultations between the post holder and the Headteacher/Principal.*