ASHURST WOOD PRIMARY SCHOOL
LEARNING SUPPORT ASSISTANT

DESCRIPTION OF DUTIES

Function

To provide classroom assistance to teachers.
To provide welfare care for pupils.
To provide general support for staff.
To provide support for children including individual support & support of groups.
To run small intervention groups.

Duties

The description set out below is representative of the tasks which may be required of a Learning Support Assistant. The description is not comprehensive and the balance of work will vary from day to day.

A Learning Support Assistant should be flexible in matters concerning duties; and with due concern for the welfare of all children and the school in general. Teacher's expectations of a Learning Support Assistant must be reasonable.

The flexibility of the position should not be abused nor should she/he be put in a position that endangers her/his health and safety.

1. Teaching Area Support

Learning Support Assistants may:

- Be responsible for assisting individual children or small groups in completing curricular tasks and learning activities devised, directed and evaluated by the teacher.
- Work through learning programmes designed for specific groups of children e.g. Additional Literacy Support; Springboard etc
- Where applicable, provide focused support for pupils with identified learning difficulties.
- Report back to teachers, the success of activities and individual children's progress.
- Preparing/assembling routine materials and equipment for use in class and clearing away afterwards.
- Preparing material for, and putting up wall and other displays
- Keeping classroom, books, apparatus and stock tidy and in good condition.

- Carrying out tests and recording children's attainment as directed by teachers.

- Assist with the personal needs of individual pupils including social, health, physical, hygiene, first aid and welfare.

- Work alongside children, giving support in using ICT equipment and programmes.

- Plan activities, under the direction of a teacher, in their work with children and assess children's learning through the activity.

2. <u>Supervision of Pupils</u>

- Assist with classroom supervision.
- Supervising pupils in the playground.
- Occasionally supervise pupils during short periods of teacher absence during the school day.
- Taking groups of pupils outside; as part of a learning activity.
- Accompanying groups of pupils on off-site activities and on school trips with appropriate teacher supervision.

3. <u>Pupil Welfare/Medical</u>

- Acting as a school First Aider, if and when trained.
- Assisting pupils with specific physical or emotional difficulties.
- Care of sick children and dealing with minor injuries.
- Maintaining records specified by the Head and teachers relating to children's welfare and/or behaviour.

4. <u>Maintenance of Learning Resources</u>

- Contribute towards maintaining resource cupboards and shared areas.

5. <u>Training</u>

- Learning Support Assistants will receive most of the training needed from class teachers, the SENCO and outside agencies.
- Learning Support Assistants are invited to attend most INSET Days with teachers. They have opportunities and are encouraged to attend courses funded by the school.