



# Edwinstree Middle School

A Voluntary Controlled Church of England School

Norfolk Road Buntingford, Hertfordshire, SG9 9AW

## Learning Support Assistant – Job Description

To work with teachers as part of a professional team to support teaching and learning for SEN pupils. Providing specialist assistance to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

### Key responsibilities:

- Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils with SEN.
- Plan and evaluate specialist learning activities with the teacher, writing reports and records as required.
- Work with pupils on therapy or care programmes, designed and supervised by a therapist/care professional.
- Monitor, assess, record and report on development, progress and attainment, as agreed with the teacher, drawing any problems which cannot be resolved to the attention of the teacher.
- Select and adapt appropriate resources/methods to facilitate agreed learning activities.
- Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews.
- Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters.
- Provide lunchtime supervision as a midday supervisor

### Individuals in this role may also undertake some or all of the following:

- Monitor pupils' conduct and behaviour throughout the learning process and intervene to resolve complex, difficult or very challenging issues.
- Support preparation for OFSTED inspections and action any recommendations that may result from inspection.
- Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas.
- Work with pupils not working to normal timetable.
- Establish and maintain relationships with families and carers and other adults, e.g., speech therapists.
- Advise and assist pupils in the proper use and deployment of complex personal and learning aides and equipment.
- Escort and supervise pupils on educational and out of school activities.
- Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training.
- Support the work of volunteers and other teaching assistants in the classroom

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

**Job Context:**

- **The jobholder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils.**
- **Works under the direction of a teacher. Supports learning by selecting suitable activities / methods for learning activities.**
- **Contributes to planning and development of learning activities with teachers and responds to activity-related problems without referral to teachers.**
- **May be involved in planning, organising and developing Individual development plans for pupils (such as Individual educational plans).**