



Pupil Support Team

JOB TITLE: Learning Support Assistant (TA2)

REPORTS TO: SENCO

BAND: 3

SUPERVISES: Not Applicable

JOB PURPOSE:

To enable pupils' access to learning by supervising and assisting pupils (one to one and in small groups) across a wide range of supported learning activities. To promote the development of the physical and mental well-being of pupils as directed by a teacher.

Contribute to the effective organisation of the school with administrative and clerical support.

PRINCIPAL RESPONSIBILITIES/DUTIES

Individual Pupil Support

- Support pupils with emotional, behavioural and learning needs.
- Support pupils to help overcome barriers to learning and benefit from full access to the curriculum.
- Support children with physical disabilities and medical needs to enable access to learning; this may include the administration of intimate care e.g. toileting, feeding, medical support

Curriculum Support

- Assist with the planning of learning activities by identifying and preparing resources required to support lesson plans and improve learning outcomes.
- Prepare materials/equipment to support teaching and learning as required.
- Maintain SEN resources and equipment within the SEN area.
- Assist with activities within a classroom as required, to support learning outcomes using the teachers planned teaching and learning methods.
- Supervise individual or small groups of pupils undertaking teacher-led learning activities by co-ordinating and explaining basic instructions for the activity, adjusting activities within the scope of the lesson plan and learning outcomes in response to pupils' learning.
- Support pupil progress by monitoring learning against learning outcomes and informing the teacher of progress/problems.
- Use knowledge of each pupil's differing levels of development and ability to support progression and continuity.
- Provide unobtrusive guidance and support to enable pupils to find answers to questions and tasks set.

- Apply the school Reward and Behaviour Policy to respond to good or poor behaviour.
- Keep records of the progress of each supported pupil, as detailed by the SENCO/Subject Leader.
- Assist pupils to develop their independence through undertaking tasks structured by the class teacher.
- Support the development of literacy and numeracy skills of pupils from a wide variety of backgrounds.
- Support the use of ICT as a tool to enable learning.
- Administer and mark routine tests with clearly defined predetermined answers.
- Support, scribe for and invigilate exams and assessments as required.
- Assist with registration of students and cover registration in the event of teacher absence.
- Assist with special activities in the school within school hours (e.g. sports days, plays, concerts, open days), accompany school visits, projects.
- Support open evening activities and other whole school events.

General School Support

- Be involved in extra curricular activities, (e.g. clubs, activities, trips, open days, presentation evenings).
- Provide clerical and administrative support, e.g. photocopying, typing, filing, collation of pupil reports.
- Report student and school issues in line with the school's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.

KEY ACCOUNTABILITIES

To actively promote the school's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.

To maintain awareness of and commitment to the school's Equal Opportunity Policies in relation to both employment and service delivery.

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work.

At the discretion of the Headteacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.

To work with colleagues to achieve service plan objectives and targets.

To participate in Employee Development schemes and Appraisal and contribute to the identification of own team development needs.

You will be based predominantly at Springfield School. However, as you will be appointed to The De Curci Trust, you may be required to work in any of The De Curci Trust's academies or in any of the schools/academies that the Trust is supporting as reasonably directed by the CEO. The ability to travel independently between DCT academies/schools is therefore desirable.