

Crofton Hammond Infant School

Learning Support Assistant

JOB DESCRIPTION

Name:

Post: Learning Support Assistant

Hours: 30 hours per week (Term Time only)

Salary: Scale according to qualifications and experience

Responsible to: Class Teacher and SENCO

Function: To assist in the support and integration of children with special needs

MAIN DUTIES:

A) Supporting the Pupil

This involves:

1. Drawing on knowledge of various forms of special needs, to develop an understanding of the specific needs of the child/ren concerned.

Taking into account the special needs involved, to aid the child/ren to learn as effectively as possible both in group situations and on his/her own by, for example:

- * using a pictorial system to structure the day/part of the day;
 - * clarifying and explaining instructions;
 - * ensuring child is able to use equipment and materials provided;
 - * motivating and encouraging child as required;
 - * assisting in weak areas e.g. language and communication, behaviour and social skills, reading, spelling, handwriting/presentation, etc;
 - * helping pupils to concentrate on and finish work set;
 - * meeting physical needs as required whilst encouraging independence;
 - * liaising with class teacher, devising complementary learning activities.
 - *undertaking playtime supervision of pupils.
2. Establishing a supportive relationship with the child/ren concerned.
 3. Encouraging acceptance and integration of the child/ren with special needs.
 4. Developing methods of promoting/reinforcing children's self-esteem.

(B) Supporting the Teacher

This involves:

1. Contributing to the maintenance of child/ren's progress records.
2. Providing regular feedback about the child to the teacher.
3. Participating in weekly evaluation of the support programme.
4. Assisting the class teacher (and other professions as appropriate), in the development of a suitable programme of support for child/ren with special needs.
5. Making resources appropriate to a specific child, e.g. social stories.
6. Use of Makaton would be helpful although not essential.

(C) Supporting the School

This involves:

1. Liaising, advising and consulting with other members of the team supporting the child/ren when asked to do so.
2. Contributing to reviews of the pupil's progress, meeting in school with representatives of outside agencies when necessary, e.g. Speech Therapist, Physiotherapist, Occupational Therapist.
3. Implementing school policies and practice, in particular that relating to the following:

SEN Policy; Behaviour Discipline Policy; Teaching & Learning Policy; Health & Safety; Child Protection Procedures; Physical Restraint; Equal Opportunities; Racial Harassment and Intercultural Education.
4. Attending relevant in-service training.
5. Any other tasks as directed by the Headteacher which are commensurate with the level of responsibility of this post.