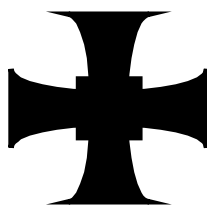


Trinity School, Carlisle



Job description Learning Support Assistant

Job Purpose:

- To work under the instruction / guidance of teaching and senior staff to undertake work / care / support programmes, to enable access to learning for students and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Key Contacts:

The key people you will work with will be the Curriculum Leader for Learning Support, the Learning Support Teacher, HLTAs and students.

Main Responsibilities:

Support for students

- Supervise and provide particular support for students, including those with special needs and SEMH, ensuring their safety and access to learning activities;
- Assist with the development and implementation of Individual Education and Behaviour Plans;
- Establish constructive relationships with students and interact with them according to individual needs;
- Promote the inclusion and acceptance of all students;
- Encourage students to interact with others and engage in activities led by the teacher;
- Set challenging and demanding expectations and promote self-esteem and independence;
- Provide feedback to students in relation to progress and achievement under guidance of the teacher;
- To work collaboratively with colleagues to protect and safeguard students.

Support for teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work;
- Use strategies, in liaison with the teacher, to support students to achieve learning goals;

Main Responsibilities continued:

- Assist with the planning of learning activities;
- Monitor students' responses to learning activities and accurately record achievement/ progress as directed;
- Provide detailed and regular feedback to teachers on students' achievement, progress, problems etc;
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour;
- Establish constructive relationships with parents/carers;
- Administer routine tests and invigilate exams and undertake routine marking of students' work.

Liaising with Parent/Carers and other Agencies

- Informing parent/carers of any issues relating to disciplinary incidents when asked to do so.
- Liaising with external agencies as necessary.

Support for the curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses;
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher;
- Support the use of ICT in learning activities and develop students' competence and independence in its use.

Support for the school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop;
- Contribute to the overall ethos of the school;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities as required;
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtime;
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher;
- To share expertise and skills with others;
- To undertake such other duties connected with the post as may reasonably be requested.