



## **Learning Support Assistant (Special Needs) Job Description**

**RESPONSIBLE TO:** The Principal through SENCO

### **Job Purpose:**

Under the direction of the SENCO/class teacher, assist with the educational support and the care of the pupils with special educational needs who are in the teacher's care in or outside the classroom.

### **Main Duties and Responsibilities**

The precise duties of the post will be determined by the SENCO.

#### **1. Special Classroom Support**

- Assist the teacher with the support and care of pupils with special educational needs eg enable access to the curriculum, attend to personal needs including dietary, feeding, toileting etc.
- Develop an understanding of the specific needs of the pupils to be supported.
- Assist with the authorised programmes (EG Education Plan, Care Plan), participate in the evaluation of the support and encourage pupils participation in such programmes.
- To contribute to the inclusion of the pupils in school under the directions of the class teacher.
- Assist with operational difficulties and non invasive medical/clinical difficulties pertaining to the pupil's disabilities.
- Support in implementing behavioural management programmes as directed.
- Assist pupils in moving around school and on and off transport.

#### **2. General Classroom Support**

- Assist pupils to learn effectively as possible both in group situations and on their own by assisting with the management of the learning environment through:
  - clarifying and explaining instruction;
  - ensuring the pupils are able to use equipment and materials provided
  - assisting in motivating and encouraging the pupils as required
  - assisting in areas requiring reinforcement or development
  - promoting the independence of pupils to enhance learning
  - helping pupils stay on work set
  - meeting physical/medical needs as required whilst encouraging independence
- Be aware of school policies, procedures and of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately.

- Establish a supportive relationship with the pupils concerned.
- Prepare and produce appropriate resources to support pupils and take care of materials for play sessions.
- Supervise groups of pupils, or individual pupils on specified activities including talking and listening, using ICT, extra curricular activities, and other duties, as directed by the class teacher.
- Under the direction of the teacher, and following an appropriate risk assessment, assist with the off-site activities.
- Provide continuity of adult care of eg supervising play and cloakrooms including hand washing, toileting etc.
- Provide supervision/support including the administration of prescribed medicines and drugs for children who are ill and deal with minor cuts and grazes.
- Ensure as far as possible a safe environment for pupils
- Report to the class teacher any signs or symptoms displayed which may suggest that a pupil requires expert or immediate attention.

### **3. Administration**

- Assist with classroom administration
- Assist the class teacher and other professionals with the implementation of the system for recording the pupil's progress.
- Contribute to the maintenance of pupil's progress records
- Provide regular feedback about the pupils to the teacher.
- Duplicate written materials; assist with production of charts and displays; record radio and television programmes; catalogue and process books and resources.

### **4. Other Duties**

- Attend relevant in-service training
- Assist work placement students with practical tasks.
- Such other duties as may be assigned by the principal/SENCO/teacher within the level of the post.

### **General**

**The appointment will be reviewed on a regular basis and will be required only for as long as is determined necessary for the child/children in question.**