

FAIRLANDS MIDDLE SCHOOL

JOB DESCRIPTION FOR SUPPORT STAFF

- 1 **NAME:**
- 2 **POST:** LEARNING SUPPORT ASSISTANT
- 3 **GRADE:** SOM15:

4 **RELATIONSHIPS:**

- 4.1 The post holder is responsible to SENCO in all matters. Where appropriate there may also be an attachment to a particular subject where there will be a responsibility to the Curriculum Leader for this subject.
- 4.2 Liaises on a professional level with all colleagues, teaching and non-teaching.

5 **PURPOSE OF THE JOB:**

To assist the teaching staff in the delivery of lessons. To support the teaching staff in all aspects related to pupils' learning, in particular developing literacy, numeracy and ICT skills.

6 **KEY TASKS:**

- 6.1 Deliver learning support individually and in groups through a range of tasks.
- 6.2 Undertake learning activities with pupils of varying abilities to ensure access to learning and to the curriculum.
- 6.3 Promote and reinforce pupils' self-esteem, appropriate effort and behaviour and guide pupils to become independent learners.
- 6.4 Assist teaching staff in the development and achievement of individual and group learning strategies. Prepare resources and maintain a safe and suitable learning environment. Participate in the assessment and appraisal processes concerning learning strategies and initiatives.
- 6.5 Provide care and supervision of pupils within the learning environment and outside of the school.
- 6.6 Supervise pupils at break-time and lunchtime as required.
- 6.7 Contribute to the development of the curriculum for those children requiring support.

7. **RESPONSIBILITIES:**

The Safeguarding of children in the Mendip Edge Federation is everyone's responsibility.

- 8. This job description does not define in detail all duties/responsibilities of the post, will be reviewed and may be subject to modification or amendment after consultation and agreement with the post-holder.