



## **Job Description – Learning Support Assistant**

**School:** Hunters Hall Primary School  
**Grade:** Scale 3 (30 hours)  
**Contract Type:** 1 year contract

### **Purpose of the Post**

- To provide support for a child/children with learning difficulties.

### **Main Activities**

- To maintain confidentiality on all matters concerned with children's educational needs.
- To become familiar with children's educational needs, in order to be informed of their main areas of need and difficulty.
- To work within the school to implement and where possible, to be involved in the writing of plans for children with special needs, under the guidance of the Class Teacher, Inclusion Lead/Special Educational Needs Co-ordinator (SENCo). This will involve working with the child individually as well as part of a small group both in and out of the class environment.
- To assist in supporting children with SEND within the designated class.
- To assist in the implementation of programmes designed by other professionals, e.g. speech therapists, occupational therapists etc.
- To record observations, where relevant, when working with children.
- To support in Maths and English groups.
- To run literacy/numeracy support groups under the supervision of a teacher.
- To plan work suited to the needs of the group.
- To assist with the general discipline within the school.
- To establish and develop a good relationship with parents and carers encouraging dialogue, co-operation and partnership. To provide a parental model for the child in the absence of the parent or carer.
- To contribute to discussions about a child and their welfare.
- To share the responsibility for children working in areas, inside or outside the classroom, by providing appropriate levels of support.
- To provide for the general care, welfare and safety of the pupil/s being supported.
- To be responsible for the care and preparation of teaching aids, equipment and materials when required.
- To undertake routine administrative tasks, when required.
- To contribute towards school's reports for annual review meetings and termly reviews when requested.
- To undertake additional training as and when required.
- To attend relevant courses organised by the school and Local Authority.
- To accompany the pupil/s on short educational visits.
- To assist in the general tidiness and cleanliness of all non-class based areas.
- To be aware of any health and safety issues and to inform the relevant person should there be a problem.
- To utilise information technology equipment in connection with the duties of the post.

The duties listed above are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the post holder.