



## **CHESHAM PREPARATORY SCHOOL JOB DESCRIPTION**

### **LEARNING SUPPORT ASSISTANT**

**Responsible to: The SENCO and the Headmaster**

#### **Purpose of the Job**

To assist and support pupils with special educational and general learning needs. This will include liaison with the SENCO, Headmaster, Deputy Head, class teachers and other support staff, which may include outside agencies, eg. Speech and Language Therapists, Educational Psychologists on behalf of the SENCO should the need arise.

#### **Responsibilities**

The Learning Support Assistant's (LSA) main role is to provide support for pupils with special educational needs and those with EHCPs. The LSA will ensure that the pupils can integrate as fully as possible in the activities generally undertaken by the other children in the class and make progress.

Duties will include running specific programmes, interventions and activities to assist our pupils' individual learning and social needs. The LSA will be responsible for implementing the targets on the pupils' EHCP in liaison with the SENCO.

#### **Supporting Pupils**

- To provide learning support for pupils in class, as part of interventions or in 1:1 situations as the pupils' needs require.
- To develop knowledge of the particular needs of the assigned children and seek advice from the SENCO, class teacher and outside agencies as required.
- To aid access to the full range of learning experiences, both inside and outside the classroom, and provide modified materials as required, eg worksheets, games, visual prompt cards etc.
- To make or modify resources as suggested and advised by the SENCO, Educational Psychologist or other outside agencies.
- To organise and maintain an inclusive learning environment across the whole school.
- Provide positive reinforcements, praise and rewards to pupils.
- Facilitate inclusion in small group activities with peers and support interaction between them.
- To attend in-service training and school/departments meetings relevant to the post in order to keep up-to-date with developments in working with children with special educational needs.

#### **Supporting the SENCO**

- To work as part of the team to ensure that the wellbeing and personal development of the pupils enhances their learning opportunities and life skills.
- To attend planning meetings with the SENCO to develop learning programmes and to assist in the delivery of the individual learning programmes on a daily basis to promote learning, behaviour, social, emotional and communication skills.
- To provide regular feedback to the SENCO and, where necessary, liaise and feed back to relevant outside agencies about any pupil's difficulties and progress.

- To contribute to pupils' annual reviews by writing a brief report and attending meetings.

### **Supporting the School**

- Attend assemblies, register the attendance of pupils when required and supervise pupils, whether these duties are to be performed before, during or after school time.
- Foster links and maintain confidentiality about home-school/pupil-teacher/schoolwork matters.
- Carry out school duties and participate in the school activity programme as reasonably requested by the Headmaster or Deputy Head.
- Complete any other task as reasonably directed by the Headmaster, in the best interest of the pupils and the school.
- Communicate regularly and freely with other teachers; exchange views on teaching methods and individual children. Embrace new practices as and when appropriate.

### **Professional Development**

- Partake in the school Appraisal and Professional Development scheme as implemented by the Headmaster and School Governors.
- Attend all INSET days as requested by the Headmaster.
- Review from time-to-time personal methods of teaching and programmes of work.
- Participate in arrangements for further training and professional development.

### **Discipline, Health and Safety**

- Demand high standards of work and behaviour and where these are not observed use encouragement and where necessary sanctions to obtain the required improvement.
- Maintain good order and discipline among the pupils and safeguard their health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Emphasise and ensure the highest standards of safety and of safe methods of working in such areas where potential hazards exist.
- Communicate to pupils that they must take a reasonable attitude to the books and equipment with which they have been provided and that they will be charged for any damage inflicted on school property.
- Notify the Designated Safeguarding Lead of any concerns regarding children's safeguarding or welfare.
- Be responsible for taking reasonable care of your own safety, that of pupils, visitors, temporary staff, volunteers and contractors. Co-operate with the Headmaster, the Bursar and members of the SMT in order to enable the Governors to comply with health and safety duties, reporting any risks or defects to the Bursar.

### **Professional Standard**

- Behave professionally at all times. Support the school. Foster and help to develop the school ethos, values and standards.
- Maintain acceptably high personal standards of appearance, behaviour and punctuality, both in and out of the classroom. Set a good example for all children to follow.
- Adhere to appropriate and relevant school policies. Be aware of the school mission statement and ensure that your actions are not in conflict with this.
- Observe the school's code of professional conduct.

**This role is a regulated activity as defined by the disclosure and barring service.**