

THE POLYGON SCHOOL

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Headteacher: Mr Ben Penfold

Learning Support Assistant
The Polygon School

Job Description

Post:	Learning Support Assistant
Salary Scale:	Grade 6 SCP 12 – SCP 17 (<i>Approx. £21,739 pro rata'd</i>)
Accountable to:	Senior Learning Support Assistant (Grade 8)
Directly Accountable to:	Senior Leadership Team
Accountable for:	Own CPD

PURPOSE:

- I. To assist in the learning and skill development of a specific tutor group of pupils by helping to provide a learning environment that enables access to the curriculum and support with social skills.
- II. To be the “meet and greet” person at the start of each school day, assisting with breakfast sessions and setting the calm tone of the day.
- III. To work with and support pupils with a variety of academic, sensory and emotional/behavioural needs.
- IV. To lead activity based sessions at lunchtime and break times.

KEY ACCOUNTABILITIES:

- To work with a small group of pupils, as directed by the class teacher to support subjects and learning across the whole curriculum (according to the requirements of the school, this may include supervision of a classroom for periods of time).
- To establish a supportive, caring and secure relationship with individual pupils, promoting respect, self-esteem and a sense of belonging to the school, and acting as an advocate for the pupil as necessary.
- To develop a break, lunchtime and after school programme of activities to build social skills whilst engaged in an activity of mutual interest.
- To assist the class teacher with the planning, development and delivery of suitable programmes of work for pupils (i.e. Individual Education Plans), including those with specific learning needs.

- To support class teachers to design, create and produce learning activities, materials and resources to support aspects of the curriculum or particular learning outcomes, and to assist and support the pupils in using them.
- To contribute to monitoring and recording of all pupils' progress, maintaining records and providing relevant feedback to teachers and parents/carers.
- To help, support and motivate pupils; clarifying instructions, encouraging independent learning and behaviour and enabling learning targets and outcomes to be achieved.
- To assist in wall displays to enhance the learning environment for all.
- To provide welfare support to pupils, including administering First Aid (dependant on training) and attending to personal hygiene and identified medical needs as required.
- As directed by the class teacher, to liaise with outside agencies, where appropriate, in respect of individual pupils.
- In addition, where possible, to assist with general school duties. These will include:
 - a. Supervising pupils in an informal setting at the start of the school day
 - b. Setting up classrooms, preparing resources and displays and tidying and clearing away
 - c. Supervision of pupils during break times and lunch time
 - d. Supervision of pupils entering and leaving school premises

SUPPORTING THE SCHOOL:

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and Inset Days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and pupils welfare and be aware of confidential issue slinked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of Health and Safety issues and act in accordance with the school's Health and Safety Policy.

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

These duties may be reviewed and amended in consultation with the post holder in the light of any changes and/or priorities identified within the school.

SIGNED: _____

DATE: _____