



## 1:1 Learning Support Assistant

### Job Description

#### Main Purpose of the Job:

Working with a pupil with additional needs on a 1:1 basis to achieve their full potential in school, both academically and socially. Ensuring that the child is able to access the curriculum and fully engage in school life, embracing the Longacre way. Encouraging and supporting the child in day to day interactions, enhancing the classroom experience for all children. Championing and inspiring confidence in the child, so they recognise their own value amongst their classmates.

The 1:1 Learning Support Assistant (LSA) works closely and collaboratively with the class teacher to ensure that learning outcomes are met for the child. They will work under the guidance of the class teacher, specialist teachers, Head of Learning Support and the Senior Leadership Team (SLT).

Work may be carried out in the classrooms, outside the main teaching area or outdoors.

#### Post Holder:

**Responsible to:** The Head of Longacre School, but delegated to the Head of Learning Support, Director of Studies and Classroom Teacher for day to day management.

#### DUTIES AND RESPONSIBILITIES

##### 1. Support for the child:

- Develop a knowledge of a range of learning support needs and an understanding of the specific needs of the pupil that is to be supported.
- Supervise and provide particular support for the pupil, ensuring their safety and access to learning activities.
- Assist the Head of Learning Support in the ongoing assessment of an individual child's needs.
- Assist the Head of Learning Support in the planning and subsequent review of any Action Plan and IEP targets for an individual child.
- Be aware of the individual's child's targets.
- Maintain good communication between the Head of Learning Support, the child, the class teacher and the parents/guardians.
- Make reasonable adjustments to aid the pupil to learn as effectively as possible both in group situations and on his/her own by, for example:
  - Clarifying and explaining instructions;

- Ensuring the child is able to use equipment and materials provided;
- Meeting physical needs as required, whilst encouraging independence;
- Assisting with the development and implementation of Individual Education Plans and Personal Care programmes where applicable.
- Developing appropriate resources to support the child.
- Provide support for an individual child inside and outside the classroom, during break, lunch times and outdoor lessons, to enable them to interact with others and engage in activities led by all teachers.
- Establish a constructive relationship with the pupil and interact with them according to individual needs.
- Promote the inclusion and acceptance of all children.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide the necessary pastoral care to enable the child to feel secure and happy.
- Provide feedback to pupil in relation to progress and achievement under the guidance of the teacher.
- Support the pupil in specialist lessons if required.
- Accompany the pupil on day trips and school residential trips.
- Encourage independence where possible.

## **2. Support for Teachers:**

- Assist the class teacher (and other professionals as appropriate), in the development and planning of a suitable programme of support for pupil.
- Monitor the pupil's responses to learning activities and accurately record achievement as directed.
- Provide detailed and regular feedback about the child to the teacher.
- Contribute to the maintenance of child's progress records.
- Participate in the evaluation of the support plan.
- Promote good behaviour, dealing promptly with conflicts and incidents in line with the school behavior policy (using reasonable adjustments) and encourage child to take responsibility for their own behaviour.
- Establish constructive and professional relationships with parents/carers.
- Administer routine tests and undertake routine marking of the pupil's work as required.
- Support class teachers in other administrative tasks in order to support teaching.
- Ensure that the pupil's learning environment is calm, organised and accessible.

## **3. Support for the Curriculum:**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake intervention programmes if appropriate, recording achievement and progress, and feeding back to the teacher.
- Support the use of IT in learning activities and develop pupil competence and independence in its use.
- Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.

## **4. Support for the School:**

- Be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the roles of other professionals.
- Attend and participate in relevant meetings as required.
- Attend appropriate In-Service training and CPD.
- Liaise, advise and consult with other members of the team supporting all children as appropriate.
- Contribute to reviews of child's progress as appropriate.
- Set a good example in terms of dress, punctuality and attendance.
- Undertake other duties from time to time as required by the Head.

Signed: .....

1-1 Learning Support Assistant

Date: .....

Signed: .....

Head

Date: .....

***Longacre School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with the Disclosure and Barring Service. Please note that employment will not commence until a satisfactory DBS clearance has been received. Longacre School is an equal opportunities employer.***