**RIPPONDEN J&I SCHOOL**

**JOB DESCRIPTION FOR LEARNING SUPPORT ASSISTANT SUPPORTING A CHILD WITH AN ECHP WITH SIGNIFICANT SOCIAL AND EMOTIONAL AND LEARNING NEEDS**

**Job Description: Learning Support Assistant**

**Responsible to: Assistant Headteacher / Headteacher**

# Job Purpose

* To collaborate with teachers in planning and delivering programmes of teaching and learning activities for children identified as needing 1:1 support. The primary focus is to undertake educational activities with the individual child, sometimes within a small group setting, in whole class activities including some pre- and post- teaching and withdrawal at times.
* To work within a framework agreed with and under the overall direction and supervision of the class teacher.
* To undertake work from within the recommendations of the EHCP.

**Duties:**

* To support and uphold the school’s vision and values
* To plan, prepare and deliver assigned programmes of teaching and learning activities to an individual pupil, modifying and adapting activities as necessary under the overall direction and supervision of the teacher.
* To assess, record and report on development, progress and attainment
* To be a positive link and contact for the child’s family
* To complete morning and afternoon handover with family and reporting on the day with family – intending to make it a positive experience for all
* To run a range of interventions to support individuals and small groups
* To prepare materials and resources to support individuals, small groups and classroom activities
* To work with children on individual targets in reading, writing and maths
* To support children’s emotional development and resilience when approaching learning tasks
* To support children’s behaviour in line with the school’s vision, values and positive behaviour policy
* To employ a range of specific behaviour management strategies for the child, in line with school policy and also with the EHCP in mind.
* To assist with children at the beginning and end of the day and in the playground
* To be the positive eye on this child and others in the playground and deal with any incidences swiftly and fairly
* To liaise with staff and other relevant professionals and provide information about the pupils as relevant
* To contribute to LDP and EHCP reviews as required, providing constructive feedback on pupil progress/achievements
* To assess the needs of the pupil and use detailed knowledge and specialist skills to support the pupils’ learning
* To support the social and emotional well-being, reporting problems to the teacher as appropriate
* To have an awareness of and adherence to all school safeguarding procedures and participate in training as appropriate
* To ensure the health and safety of the children and to report any concerns or details of accidents/incidents as necessary to the Headteacher
* To assist in the general care of the learning environment by keeping curriculum resources in classrooms and around the school, tidy and in good order
* To implement and promote the school’s equal opportunities policies at all times

**To support the teachers including the following:**

* To report back to class teachers and the SENCO on the progress of the child in literacy and maths, keeping written records as necessary
* To liaise with parents/carers and foster good links between home and school under the guidance of class teachers and the SENCO
* To support class teachers with educational visits including taking responsibility for the care, welfare and learning of individuals and small groups of children.
* To implement strategies, programmes of work and resources as laid out in Learning Development Plans (LDPs) under the guidance of the SENCO and class teachers
* To assist with the planning, coordination and assessment of a child’s Learning Development Plan taking into account the recommendations and guidelines set out in the child’s EHCP
* To make ongoing notes and assessments of children’s progress and contribute to statutory meetings such as Annual Reviews

# General

# To attend relevant in-service and external training as and when required

* To attend and contribute to all school meetings as directed by the Headteacher
* To develop activities to promote social interactions between pupils during break times
* To carry out any other reasonable tasks in keeping with the post as specified by the Headteacher