



# **Portway Junior School**

**'Learning Together, Achieving Forever'**

## **JOB DESCRIPTION**

### **Learning Support Assistant**

1. To provide support for pupils including those with special needs throughout the duration of the lesson, either in groups or individually, as directed by the classteacher.
2. To be prepared to attend training related to the post, in negotiation with the Headteacher.
3. To prepare, maintain and use equipment/resources required to meet the lesson objectives.
4. To take every opportunity to develop pupils' language, reading, numeracy and related skills as directed by the class teacher and others.
5. To assist in monitoring and recording the progress of individual pupils in accordance with school procedures and reporting to class teachers.
6. To give oral and written feedback to pupils on their attainment in order to promote further progress.
7. To work with teachers to identify and respond appropriately to pupils' individual needs, assisting pupils in areas of specific difficulty.
8. To assist the teacher in setting appropriate learning and behaviour expectations of pupils and supporting pupils appropriately to achieve these.
9. To help promote and reinforce pupils' self-esteem, encouraging inclusion of pupils with special educational needs.
10. To help create and maintain a purposeful, orderly and supportive environment for pupils' learning, ensuring that pupils are able to use equipment and materials provided
11. To help train pupils in the individual and collaborative study skills necessary for learning
12. To work alongside other adults, including teachers, trainee teachers and other support staff
13. To supervise pupils during breaks, if required.
14. To maintain confidentiality at all times with regard to both supported pupils and the wider school.
15. To produce and maintain displays, in consultation with the teacher.
16. To accompany staff and children on school trips.
17. To provide support to supply teachers, as appropriate.
18. To carry out routine clerical tasks e.g. collecting trip money, distributing letters and producing class lists.
19. To help prepare rooms for school activities.
20. To attend and participate in regular meetings.
21. To participate in performance management, as required.
22. To carry out other duties commensurate with the level of responsibility of the post.
23. To carry out lunchtime supervisory duties under the direction of the Senior Supervisory Assistant.