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**JOB TITLE:** Learning Support Assistant

**REPORT TO:** SENCO/ Senior Leadership Team

**SUPERVISES:** Not Applicable

**BAND:** B

### **JOB PURPOSE:**

To enable pupils' access to learning by supervising, motivating, guiding and assisting pupils (one to one, in small groups, whole class when appropriate) across a wide range of activities including but not restricted to - supporting learning, supporting health care and supporting social interaction.

To cover class teachers during planning, preparation and assessment time leading the learning of the class through the planning provided by the class teacher.

To cover short term teacher absence leading the learning of the class through the planning provided by the class teacher or partner teacher.

To promote the development of the physical, social, health and mental well-being of pupils as directed by a teacher and SENCo/Senior Leadership.

Contribute to the effective organisation of the school with administrative and clerical support.

### **KEY CORPORATE ACCOUNTABILITIES**

To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health & Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work

At the discretion of the Head teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve planned objectives and targets both school and child led

To participate in Employee Development schemes and Performance Management and contribute to the identification of own and team development needs

## PRINCIPAL ACCOUNTABILITIES

- To use the planning provided to lead learning in a whole class environment and provide feedback to the class teacher following the cover learning activities
- To adapt the planning when necessary to respond to the children within the lesson to ensure engagement and challenge
- Assist with the planning of learning activities by identifying and preparing resources required to support lesson plans, learning outcomes.
- Model the school values and ethos.
- The preparation of materials/equipment (e.g. books, pencils, art supplies, sort games) preparing and clearing up activities with the pupils.
- Maintaining classroom resources and designated areas.
- Assisting with the whole child learning e.g. reading, word and number games, science and art and craft activities, to support learning outcomes using the teachers planned teaching and learning method
- Provide unobtrusive guidance and support to enable pupils to find answers to questions and tasks set, using knowledge of each pupil's differing levels of development and ability to ensure progression and continuity.
- Supervise individual or small groups of pupils or whole class (where appropriate) undertaking teacher-led learning activities by co-coordinating and explaining basic instructions for the activity, adjusting activities within the scope of the lesson plan and learning outcomes in response to pupils' learning.
- Assisting pupil achievement by monitoring learning against learning outcomes, informing the teacher of progress/problems
- Assist pupils to develop their independence through undertaking tasks including health care and intimate care.
- Support the use of IT as a tool to enable learning.
- Support the development of literacy and numeracy skills of pupils from a wide variety of backgrounds.
- Assist with special activities in the school within school hours (e.g. sports days, plays, concerts, open days) accompany on school visits, projects.
- Ensure that pupils work and play together positively and cooperatively, with good behaviour and upholding the school values and ethos.
- Helping pupils change for practical activities.
- Arrange classroom to create a positive learning environment including arranging classroom displays and shared area displays.

## GENERAL SCHOOL SUPPORT

- Be involved in extra curricular activities (e.g. clubs, activities, trips, open days, presentation evenings).
- Provide clerical and administrative support, e.g. photocopying, typing, filing, collation of pupil reports.
- Report pupil and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.

These duties will be varied at the discretion of the Principal / Headteacher / Chief Executive Officer to meet the changing needs of the School / Trust.

As a Trust employee you may be required to work in any of the Trusts locations or within other schools the Trust may be supporting.

I confirm that I have read, understood, and accept, the above job description.

Date for review: At annual Performance Management

Signed \_\_\_\_\_ Date \_\_\_\_\_