



Temporary LEARNING SUPPORT ASSISTANT
(To assist children with learning/behavioural needs)

JOB DESCRIPTION

To support pupils with special educational needs in Reception.

KEY TASKS

1. To provide educational support to children with social and emotional difficulties and learning needs which impact on their learning; to assist teachers in delivering the curriculum including help with planning an individualised work programme and reviewing work activities.
2. To assist the teacher by joining in with the activities of the pupils in class and contributing to assessment and record keeping.
3. To assist the teacher in the supervision of the pupils to ensure standards of work and behaviour are maintained.
4. To assist the teacher in helping the children to learn as effectively as possible both in group situations and on their own by, for example:
 - clarifying and explaining instructions;
 - ensuring they are able to use equipment and materials provided;
 - supervising and planning 'brain breaks' for the pupils throughout the day
 - motivating and encouraging as required;
 - helping to concentrate on and finish work set;
 - in liaison with the class teacher devising learning activities.
5. In consultation with the teaching staff, to meet parents and other agencies to discuss the progress of the particular pupil. To maintain regular contact with the parents.
6. To support with behaviour and be able to react accordingly using a clear consistent approach.
7. The establishment of a supportive relationship with the children and an understanding of their needs.
8. To carry out programmes of support for the children (e.g. social skills), following guidance from other professionals.
9. In conjunction with the class teacher and/or other professionals to develop a system of recording the children's progress and to ensure all records are accurate and up to date.
10. Attending and contributing to regular planned staff meetings and in-service sessions (as required).
11. Any other duties which reasonably fall within the purview of the post, which may be allocated by the Headteacher after consultation with the postholder.