

THE LONDON ORATORY SCHOOL

Seagrave Road, London, SW6 1RX

Telephone: 020-7385 0102 Facsimile: 020-7381 7676

LEARNING SUPPORT ASSISTANT

JOB DESCRIPTION

Job Purpose

To complement the professional work of teachers, by taking responsibility for agreed learning activities under an agreed system of supervision; supported by direction from teaching staff and in line with school policies and guidance.

Support for Pupils

- Supervise and provide particular support for pupils, including those with Special Needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Provision Maps.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Know and understand your safeguarding responsibilities.

Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Invigilate exams and continuous assessment tests.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3; recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Other requirements

- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required, including driving a minibus if qualified, and take responsibility for a group under the supervision of the teacher.
- To attend and participate in staff meetings.
- To participate in training and performance management as required.

- To have an up-to-date Enhanced DBS Certificate.

The above mentioned duties are neither exclusive, nor exhaustive and the post holder may be required to carry out other duties as required.

At a time of rapid educational and administrative change, job descriptions cannot be prescriptive. It may be that some alteration is necessary as circumstances dictate and as new needs arise.