

## Job Specification: **Learning Support Assistant**

<b>Job Title:</b>		<b>Learning Support Assistant</b>
<b>Position Type :</b>	<b>Grade</b>	Grade 4 (SCP 15-19)
	<b>Hours</b>	Full time. 8.30 a.m. to 4.30 p.m. (4.00 on Friday) with a half hour lunch break
	<b>Postholder</b>	
	<b>Contract Status</b>	Temporary
<b>Responsible to:</b>		Special Needs Coordinator
<b>JOB DESCRIPTION</b>		
<p><b>Job Purpose:</b> The Learning Support Assistant is principally responsible for support of academic and social progress of students with identified needs.</p>		
<p><b>Main Duties:</b></p> <ul style="list-style-type: none"> <li>• Promote the inclusion and acceptance of all students</li> <li>• Establish constructive relationships with colleagues and students</li> <li>• Supervise and support students ensuring their safety and access to learning</li> <li>• Encourage students to interact with others positively and engage in activities</li> <li>• Encourage students to act independently to promote self-esteem and independence</li> <li>• Undertake structured learning activities, adjusting activities and modifying resources according to student response</li> <li>• Delivery of targeted intervention strategies</li> <li>• Provide feedback to teachers in relation to progress and achievement</li> <li>• Undertake record keeping, monitoring students' responses to learning activities</li> <li>• Assist with the development and implementation of Individual Plans and Profiles; support Annual Reviews as required</li> <li>• Support the use of ICT in learning activities and develop students' competence and independence in its use</li> <li>• Be sufficiently flexible to adapt to a role which changes according to the needs of the school.</li> </ul>		
<ol style="list-style-type: none"> <li>1. The details set out above describe the main duties and responsibilities relating to the post. They do not, however, specify every item in detail nor the particular amount of time to be spent on carrying them out.</li> <li>2. This job description is subject to annual review and may be subject to amendment following consultation with the post holder.</li> </ol>		