Rectory CoE Primary School
Rectory Road, Downall Green, Wigan WN4 0QF
Headteacher: Mr Richard Brook
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Post:	Learning Assistant (Level 3) + SEN
Grade:	SCP 7 - 11
Responsible to	Teaching Staff
Responsible for	Support Staff, Pupils, Resources
PURPOSE:	To work with and supervise individuals and groups of children under the direction of teaching and/or senior staff, including those with specific individual learning needs, to enable access to learning for all pupils. This includes supporting classroom management and behaviour strategies, as well as providing specialist support in a specific curriculum or resource area. To supervise whole classes during the short-term absence of teachers, using agreed lesson plans, and to provide short-term cover to enable Planning, Preparation and Assessment (PPA) time to be effectively managed.

DUTIES and RESPONSIBILITIES:

1. SUPPORT FOR THE PUPIL

- Establish good working relationships with pupils, acting as a role model and setting high expectations
- Provide consistent support to all pupils, responding appropriately to individual pupil needs
- Assist with the development and implementation of Individual Education Plans
- Promote inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher
- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist in the administering of routine and emergency medication



- Assist in the planning, implementation, assessing, recording, and reporting in relation to personal care and independence programmes
- Assist with the carrying out of therapy and medical programmes that have been designed and monitored by therapy and medical staff
- Provide one-to-one support for pupils in either a care/special needs capacity as or when required

2. SUPPORT FOR THE TEACHER

- To provide classroom supervision in the absence of a teacher
- Communicate feedback from the covered lesson to the teacher
- Work under the direction of the lead teacher/organiser when accompanying staff on school visits
- Provide clerical/administration support (e.g., photocopying, typing, filing, collecting money etc.)
- Assist with the display of children's work
- Establish and maintain an appropriate learning environment under the supervision of the teacher
- Contribute to lesson planning, evaluating, and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress, and other matters, ensuring the availability of appropriate evidence
- Promote positive values attitudes and good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
- Liase sensitively and effectively with parents/carers as agreed with the teacher within role/responsibility and participate in feedback sessions/meetings with parents under teacher's supervision
- Assist in the planning, implementation, assessing, recording, and reporting in relation to behaviour management plans

3. SUPPORT FOR THE CURRICULUM

- Support the delivery of agreed learning activities/learning programmes, adjusting activities according to pupil learning styles and individual needs
- Support the delivery of literacy/numeracy programmes, effectively utilising all alternative learning opportunities to support extended development
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Assist pupils to access learning activities through specialist support e.g., curriculum/SEN specialism
- Determine the need for, prepare and maintain levels of general and specialist equipment and resources



4. SUPPORT FOR THE SCHOOL

- Be aware of and comply with school policies and procedures relating to child protection, pupil behaviour and discipline, health and safety and security, confidentiality, and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plan
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings as appropriate
- Participate in training and other learning activities as required
- Assist with the planning of opportunities for pupils to learn in out-of-school contexts, according to school policies and procedures and within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- High expectations of all pupils; respect for their social, cultural, linguistic, religious, and ethnic backgrounds; commitment to raising their educational achievements
- To be responsible for improving your own practice through observation, evaluation, and discussion.

The post is subject to Enhanced Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989. (as amended)

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

