

BOHUNT EDUCATION TRUST – BOHUNT SCHOOL WOKINGHAM

JOB DESCRIPTION

Job Title: Learning Support Assistant

Responsible to: Designated member of Teaching Staff

Purpose: To support students with a range of learning difficulties to enable them to engage and progress in learning, integrate into the class/group behave appropriately and develop their self-esteem. To create a positive atmosphere and professional impression that reflects our core values and ethos.

Main Duties:

The general duties attached to this post are as follows:-

- Help students focus his/her attention and keep on task.
- Help students develop positive relationships with other children and adults.
- Develop knowledge and awareness of individual pupils, so that their needs can be met to the highest possible standard. Remain vigilant, sensitive and responsive at all times so that pupils gain confidence, and progress and problems can be observed, reported and acted upon.
- To be ready to listen to a student and offer appropriate support when necessary.
- Liaise with, assist and support teachers in the delivery of lessons, including at times the preparation and maintenance of resources
- Assist in the creation, maintenance and development of an excellent learning environment in the classroom and the school
- Contribute towards recording pupil progress, and towards reports. Attend meetings about pupil progress on an 'as need basis'
- Contribute to discussion about implementation of IEP's (Individual Education Programmes) for a wide range of pupils.
- Develop and promote pupils independence, social and communication skills, equal opportunities and racial equality including support for pupils in the community
- Support any individual pupil taking part in an integration programme in a mainstream school, following plans agreed between teachers and parents, and under the direction of teachers the school
- To support cover for teacher absence when required
- Support individual pupils who may have challenging behaviour to ensure their access to the curriculum
- Work with multidisciplinary teams including therapists, psychologists, visiting professionals, transport staff and parents when needed. Implementing agreed support work as appropriate.
- To assist with any administrative tasks/work as assigned by the Head of SEN.
- To provide lunch time supervision as directed as part of a rota.

The purpose of this job description is to indicate the general level of responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or designated colleague.