



NEWCASTLE
UNDER
LYME
SCHOOL

JOB DESCRIPTION LEARNING SUPPORT ASSISTANT

Responsible to:

The Headmaster, the Deputy Head (Academic) and the Learning Support Coordinator

Responsible for:

Learning Support

Frequent Working Contact with:

All Staff in the Senior School

Main Purpose of the Job:

To contribute to a wide range of teaching and learning activities, and to assist and support the work of qualified teachers. To work within the aims and policies of the school.

To advance pupils' learning in a range of classroom settings, including working with individuals and small groups across the whole curriculum range.

To take into account the student/s' special needs and help ensure their access to lessons and their content through appropriate clarification, explanations, equipment and materials.

Fundamental Duties:

- To support pupils' learning inside the classroom and to reinforce this learning on a one-to-one basis where appropriate.
- To work with pupils throughout the Secondary range whose curriculum programme has been reduced for whatever reason, offering academic and learning support.
- To help promote independent learning by assisting pupils with study skills and organisation.
- To have high expectations of all pupils; to respect their social, cultural, linguistic, religious and ethnic backgrounds, and be committed to raising their educational achievement.
- To monitor pupils' participation and progress, providing feedback to teachers, and giving constructive support to pupils as they learn.
- To contribute effectively to the selection and preparation of teaching resources so that they meet the diversity of pupils' needs and interests.
- To monitor pupils' responses to learning tasks and to modify your approach accordingly.
- To support in the writing of strategy cards for pupils and to be responsible for updating strategy cards where necessary and notifying staff of any changes made.
- To work collaboratively with colleagues, knowing when to seek help and advice.
- To work in agreement with appropriate teachers to provide a supporting role in lessons including providing useful feedback to pupils and colleagues on pupils' learning.
- To support teachers in evaluating pupils' progress and where appropriate to contribute where possible to teachers' planning and preparation of lessons.

- To provide assistance to students with special educational needs during School Examination Week, for instance acting as a reader or a scribe.
- To build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and be concerned for their development as learners.
- To meet regularly with the Learning Support Coordinator.
- To promote and support the inclusion of all pupils in the learning activities in which they are involved.
- To be familiar with the age-related expectations of pupils, the main teaching methods and the testing/examination frameworks in the subjects and age ranges in which you are involved.
- To use ICT to advance pupils' learning, and use common ICT tools for personal and pupils' benefit.
- To adopt a range of strategies, in line with the schools' policy and procedures, to establish a purposeful learning environment and to promote good behaviour.
- To demonstrate and promote the positive values, attitudes and behaviour you expect from the pupils you work with.
- To recognise and respond effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures
- Attend staff and other meetings and participate in staff training development work and staff reviews as required.
- To organise and manage safely the learning activities, the physical teaching space and resources for which responsibility has been assigned.
- To liaise sensitively and effectively with parents and carers, recognising their roles in pupils' learning.
- To improve own practice, including through observation, evaluation and discussion with colleagues.

General:

- Any other duties deemed appropriate to the skills and competences of the post holder by the Headmaster.

Notes:

- This job description will be reviewed biennially and will be used as a basis for appraisal of the post holder.
- It is subject to amendment and change according to the wishes of The School Governors and in consultation with the incumbent.
- The School Governors and the Headmaster reserve the right to give any member of staff extra responsibilities as the need arise and after consultation.

End