

## STOKE PARK RESOURCE PROVISION



### Learning Support Assistant Job Description

**JOB TITLE: Learning Support Assistant**

#### **Purpose of Job**

**To actively support and promote the vision and ethos of Stoke Park Infant and Junior Schools**

To work under the instruction/guidance of the Resource Provision Manager, teaching staff and Senior Leadership Teams (SLT). To be an active team member of the school, supporting the inclusion of all children and valuing them equally, and ensuring working practices that are effective in supporting all children to make progress in their learning. This role will be fulfilled across the whole learning environment, both inside and outside.

#### **Professional Conduct**

- Have proper and professional regard for the ethos, policies and practices of Stoke Park Infant and Junior School
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships within the school communities
- Have regard for the need to safeguard children
- Uphold the values consistent with those required from teachers by respecting individual differences and cultural diversity
- Commit to improving own practice through reflective working and a growth mind-set

#### **Specific Duties**

##### **Support for Children**

- Promote the inclusion and acceptance of all children
- Establish constructive relationships with children
- Implement specific target work under the direction of the Resource Manager and Speech Therapist to reduce/remove the barriers related to their SEN
- Support children in curriculum areas by scaffolding their learning as appropriate to their needs and in line with Resource Provision guidance and documentation
- Support children in developing life-skills, social communication and interaction, a positive self-image and growth mind-set
- Support the development of positive learning behaviours and follow individual behaviour plans if/when necessary, logging incidents on CPOMs in line with school policy
- Constantly be mindful of the need to develop children's independent learning skills and thinking as well as their functional independence as they move towards adult life
- Provide feedback to children, teachers and the RP manager in relation to children's progress and achievement under the guidance of the class teacher
- Assist with the development and implementation of assessment and screening under the guidance of the RP manager

- Maintain regular communication between home and school via the home/school book (when in place)
- Log any safeguarding concerns regarding children on CPOMS
- Report any concerns in accordance with school policies
- Provide support for children, following the intimate care policy and if necessary follow toilet plans
- To ensure inclusivity for children with identified medical conditions, you will be expected to attend training and fully implement all medical support plans as directed by SLT
- To implement the strategies of Individual Health Care Plans as directed

### **Support for Teachers**

- Advocate for children with resource placements, ensuring teachers are familiar with their needs as described on the Pupil Profile and Target Sheets
- Use strategies, in liaison with the teacher, to support children to achieve their learning goals in the lesson and over time
- Create and maintain a purposeful, orderly and supportive environment
- Ensure Provision outlined on the Target Sheets is in place and inform the Resource Manager at the earliest opportunity when this is not the case
- Follow directions of class teacher in terms of day-to-day work within the class and recognise that this is likely to include work away from key children and/or indirect support of key children
- Maintain an overview of children with resource provision placements in terms of their access to the curriculum and Inclusion within school and provide regular feedback to the resource manager and class teachers
- Take an active part in the life of the class/school as a whole in order to promote an ethos of Inclusion for children with Resource placements
- Promote good behaviour in all children, dealing promptly with conflict and incidents in line with school policy and encourage children to take responsibility for their own behaviour, while keeping the class teacher and other staff informed and recording incidents on CPOMS in line with school policy
- Establish constructive, professional relationships with parents/carers

### **Support for the Curriculum**

- Ensure that all work with children is objective rather than task lead and be prepared to adjust tasks or methodology so that there is an appropriate level of challenge and some degree of independent access is achievable
- Annotate children's work related to support given in line with school policy
- Ensure you are familiar with lesson planning and objectives prior to working with the children
- Keep up to date with curriculum and assessment changes

### **Support for the Resource Provision and Schools**

- Promote the Vision and philosophy of Stoke Park Resourced Provision
- Support children with speech, language and communication needs across the infant and junior school as directed by the Resource Provision Manager
- Adhere to school policies and protocols with regard to sickness and/or requests for leave
- 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 management as required
- Assist with the supervision of children during the school day

- Accompany teaching staff and children on visits, trips and out of school activities as required and take responsibility for a group under the direction of the teacher

### **Supervision Arrangements**

Post holder to work under the supervision of the Resource Provision Manager/SLT