

**Southmoor Academy**

**JOB DESCRIPTION**

**Job Title:** **Learning Support Assistant**

**Job Location:** Southmoor Academy

**Responsible to:** Assistant Head - SENCO

Job Purpose:

To support and assist teachers as part of a professional team to contribute to raising standards of pupils’ achievement and to undertake a range of teaching and learning activities under the professional direction and supervision of a qualified teacher, in line with the school’s policies and procedures.

### **Key Responsibilities**

**Support for Pupils and Learning**

* Communicate effectively and sensitively with pupils to support their learning.
* Monitor pupils’ responses to learning tasks and adapt approaches as needed.
* Provide constructive feedback to pupils to support progress and achievement.
* Promote inclusion for all pupils, including those with special educational needs, disabilities, or from minority ethnic groups.
* Assist with activities that support pupils’ development, including work outside the school base and in the local community.
* Act as a positive role model for behaviour and learning.

**Support for Teachers and Curriculum**

* Assist teachers in delivering resources that meet pupils’ needs and interests.
* Plan and deliver learning activities under teacher guidance, aligned with challenging objectives.
* Contribute to the development and implementation of Individual Education Plans (IEPs).
* Support teachers in monitoring and assessing pupils’ progress through a range of activities.
* Provide regular feedback to teachers and colleagues on pupils’ learning, participation, and progress.
* Help maintain and analyse records of pupils’ progress.

**Classroom and Environment Management**

* Organise and manage allocated teaching spaces and resources.
* Help maintain a safe and supportive learning environment.
* Oversee lunchtime supervision under the direction of teaching staff, supporting supervisors to meet individual pupil needs.

**Collaboration and Communication**

* Liaise with teaching staff, colleagues, and external professionals to ensure adequate support for pupils.
* Contribute to meetings with parents/carers and lead discussions where appropriate to provide feedback on pupil progress.
* Build and maintain positive relationships with pupils, parents/carers, and staff.

**Professional Development**

* Attend and participate in meetings, training, and performance reviews.
* Reflect on and seek to improve personal practice.
* Work collaboratively as part of a professional team, knowing when to seek help and advice.

**Other Duties**

* Undertake any other responsibilities commensurate with the role.

### **Professional Values and Practice**

* Maintain high expectations of all pupils and respect their social, cultural, linguistic, religious, and ethnic backgrounds.
* Treat pupils consistently with respect and consideration, supporting their development as learners.
* Apply behaviour management strategies in line with school policy to create a purposeful learning environment.
* Work within school policies and procedures, including safeguarding, confidentiality, and health and safety.
* Recognise and respond effectively to equal opportunities issues.

### **Accountability**

The postholder must:

* Promote and safeguard the welfare of children and young people.
* Comply with data protection principles and respect the privacy of personal information.
* Adhere to the Freedom of Information Act 2000 regarding school records and information.
* Follow the school’s Equal Opportunities Policy, Code of Conduct, and all other policies.
* Comply with Health & Safety regulations and legislation.

## Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

## Employees are expected to be courteous and supportive to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**Acceptance of Job Description by Post Holder**

I can confirm my acceptance of the Job Description as outlined above

**Name:**

**Signed:**

**Date:**