

Learning Support Assistant in the Elementary School

The Learning Support Assistant plays an important role in assisting the school to achieve its mission statement. The Learning Support Assistant works closely with teachers helping and supporting individual children to flourish and develop in all aspects of school life.

The Learning Support Assistant provides one-to-one support to children and works in collaboration with the Class Teacher and Learning Support Teacher. There is an expectation that all assigned tasks are carried out effectively, efficiently and within the time required.

This job description is written for Learning Support Assistants working in one-to-one settings in the Early Years, Lower Elementary and Upper Elementary areas of the School. So it is recognised that some of the duties below will be more appropriate to one area of the school than the other.

Line Manager: Learning Support Leader as well as Class Teacher/s

Specific Responsibilities of a Learning Support Assistant

To assist and guide children in the learning process

- to guide and encourage children with tasks that have been set by their Class Teacher and/or Learning Support Leader;
- to ensure that the child is able to access the curriculum by:
 - differentiating class activities;
 - participating in the creation of Individual Development Plans;
 - helping to implement Individual Development Plans;
 - helping to create and maintain a suitable learning environment for the child;
 - monitoring progress and discussing this with the Class Teacher and Learning Support Leader;
 - to contribute to the reporting process;
- to assist with maintaining and developing the academic and behavioural standards set by the school;
- to support the positive learning and behavioural ethos of the school;
- to attend meetings that are either specific to the child, or meetings that are relevant to supporting the child in both classroom and whole school settings;
- to take an interest in pedagogy specific to Special Educational Needs;
- to be able to assist and work alongside the children on the computer and ensure internet safety;
- to begin to develop an understanding of how all children fit into the PYP.

To assist with the care and supervision of children

- to care for the social needs of the child as appropriate to their age;
- to care for the safety and well-being of children during lunch and play times, according to the duty rota – maintaining the essential agreements;
- to report any concerns, incidents, or observations to the Learning Support Teacher and/or Class Teacher in order to decide if further action needs to be taken;
- to help maintain high standards of safety and care;

- to escort children to the First Aid base if they are injured or ill;
- to supervise children when playing in designated areas in accordance with rotas;
- to liaise with parents or carers both before school and after school in order to provide regular and appropriate feedback;
- to assist with the supervision of children when they are changing for swimming or P.E.;
- to assist with the supervision of children when they go swimming or ice skating;
- to assist and encourage children when eating their lunch, encouraging appropriate table manners;
- to ensure all children go home clean and dry.

To organise and prepare teaching resources, materials and documentation under the guidance of the Class Teacher/Learning Support Teacher

- to plan and develop activities under the guidance of the Class Teacher/Learning Support Leader and to share with parents appropriately;
- to prepare materials and resources for children's use;
- to create individual learning resources that help to remove barriers to learning;
- to help regularly maintain teaching equipment in good condition.

To be an active and participating member of the Elementary School

- to support the school philosophy;
- to build good relationships with staff and to work co-operatively in team situations;
- to be punctual and reliable;
- to accompany one-to-one children on appropriate trips and outings;
- to respect confidentiality regarding students and their families;
- to promote an atmosphere of positive interaction and mutual respect between the school and families.

To be open to professional development opportunities

- to make the most of in-service opportunities offered to Learning Support Assistants by the school.