



GREENWOOD ACADEMIES TRUST

JOB DESCRIPTION

Post title: LEARNING ASSISTANT

Reporting to: Class Teacher / Principal

Purpose: Undertaking work/care/support programmes which ensure full access to learning opportunities and to assist the Teacher and Learning Mentor in the management of pupils in the classroom.

Main/Core Duties:

- Assisting pupils with a variety of personal self-help skills that are part of every day school experience and reporting progress or difficulties.
- Supervising the activities of individuals or groups of pupil wherever these are planned to take place around the Academy.
- Supporting pupils' needs during off-site visits under the direction of the Teacher.
- Under the instruction/guidance of a teacher, supporting the progress of pupils with Autism and Asperger's syndrome taking into account of their speech, language and communication and social needs.
- Assisting pupils in the use of all classroom resources to ensure full participation.
- Supporting the personalised learning plans for each pupil by being involved in the planning and delivery of these.
- Supporting the tracking of achievements and progress liaison with the Teacher and Learning Mentor.
- Working with planned interventions/strategies from outside agencies (such as speech therapist and educational psychologist) where necessary according to the needs of specific pupils.

- Establishing and maintaining consistent and positive relationships with pupils and interacting with them according to individual needs.
- Providing frequent feedback and praise to pupils in relation to progress and all forms of achievement.
- Ensuring the health and safety of all pupils at all times.
- Reporting any pupil problems to their class teacher(s).
- Preparing curriculum equipment and visual aids for the classroom.

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of pupil they are responsible for or come into contact with.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description