



Headteacher: Mr R Carlyle BEd (Hons)

White Hart Lane, Portchester, Fareham, PO16 9BD. Telephone: 023 9236 4399

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## **Learning Support Assistant**

### **Local List of Duties**

The post requires you to provide a support service complementary to the teaching activities in this school, as outlined in Hampshire County Council's Manual of Personnel Practice which has been adopted by the Governing Body of this school.

To represent Portchester Community School in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming site.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for HCC employees. Attendance at training courses may be required as part of professional updating.

The holder of this post will work under the day to day direction of the Learning Support Leader and instruction from the class teacher. Qualities of flexibility and a willingness to provide quick and efficient service are required.

The post holder is responsible for ensuring that all school and county child protection and safeguarding policies are adhered to and concerns are raised in accordance with these policies.

#### **1. Teaching, Learning and the Curriculum**

- 1.1 To carry out contractual duties and responsibilities for the school as allocated by the Headteacher .
- 1.2 To work as part of the Learning Support Team under the direction of the Learning Support Leader.
- 1.3 To prepare occasional materials as necessary under the direction of the mainstream teacher.
- 1.4 To support the teacher's classroom management and organisation.
- 1.5 To help student's organise themselves and their equipment. To explain tasks in class and help to record homework, where appropriate.
- 1.6 To uphold the school rules and encourage students to behave appropriately.
- 1.7 To carry out special duties if the student's statement specifies it, e.g. in the case of a physical disability.
- 1.8 To provide where necessary, written details of student's progress/behaviour to assist Annual Reviews and/or other assessment.

1.9 To become familiar with the aims and objectives of annual Reviews and the targets of Individual Education Plans (IEP) for the students with whom they are working.

1.10 To attend Learning Support meetings and staff meetings when appropriate.

## **2. Monitoring and Evaluation**

2.1 Participation in the evaluation of the support programme.

2.2 Providing regular feedback about the child to the teacher.

2.3 Contributing to reviews of the student's progress.

## **3. Leading and Managing People and Relationships**

3.1 Drawing on knowledge of various forms of special needs, the development of an understanding of the specific needs of the child/children concerned.

3.2 Taking into account the special needs involved, aiding the children to learn as effectively as possible both in group situations and on his/her own, by for example:

- Clarifying and explaining instructions
- Ensuring child is able to use equipment and material provided
- Motivating and encouraging child as required
- Assisting in weak areas e.g. language, behaviour, reading, spelling, handwriting presentation etc.
- Helping students to concentrate on and finish work set
- Meeting physical needs as required whilst encouraging independence
- In liaison with class teacher devising complementary learning activities

In respect of students with physical disabilities, the following may also be necessary:

- Supervision and/or help moving around the site
  - Supervision in the playground
  - Supervision or support in PE/games lessons
  - Carrying out alternative PE/games programmes
  - Carrying out a programme of independence training
  - Help with toileting
  - Help with eating
  - Help with practical tasks
  - General support in and around the classroom
  - Help with the use of alternative methods of recording: use of laptop; use as amanuensis etc
  - Ensuring safety of the student and those around them
  - Helping a student whose condition induces extreme fatigue or who experiences frequent absences to catch up with class work.
- 3.3 Establishing a supportive relationship with the child/children concerned.
- 3.4 Encouraging acceptance and inclusion of a special needs child with other children in the school.
- 3.5 Developing of methods of promoting/reinforcing child's self-esteem.

- 3.6 To assist in the delivery of literacy/numeracy programmes.
- 3.7 Where appropriate, the development of a relationship to foster links between home and school.

#### **4. Managing Resources**

- 4.1 Assisting, with class teacher (and other professionals as appropriate), in the development of a suitable programme of support for child/children with special needs.
- 4.2 In conjunction with the class teacher and/or other professionals the development of a system of recording child's progress.
- 4.3 Recording relevant information about support which is given.
- 4.4 Liaison with other members of the team supporting the children as and when the need arises.

#### **5. Improvement**

- 5.1 Attending relevant in-service training.
- 5.2 Contribute to the appropriate section of the School's Strategic Plan; meeting agreed timescales and criteria, including involvement in the Performance Management process.

#### **6. Accountability**

- 6.1 Being aware of school procedures.
- 6.2 Such other duties as may be reasonably allocated or directed within the purview of the post.
- 6.3 To maintain confidentiality where appropriate.

#### **Notes:**

Hours of work will be decided by the Headteacher based upon information provided by the Learning Support Leaders.

Hours of work may be subject to change for operational reasons.

All applications for leave of absence, claims for additional hours, record of admin. hours worked, etc. should be processed via the SENCo to enable records to be kept.

Responsibilities may be changed or adapted by the Headteacher in view of the changing needs/policies of the school. Some tasks may be notified, delegated or deleted in the light of further appointments.

These duties and responsibilities outlined to be undertaken in consultation with the Headteacher.