



Headteacher: Mrs Lucy Miles

Job Description Learning Support Teaching Assistant [Level 2]

1. **Title and Grade of Post:** Learning Support Teaching Assistant
H3
Responsible to SENCo

2. **General Professional Responsibilities**

To assist in the support and inclusion of students with diverse learning needs within a mainstream school.

3 **Applicable Contract Terms and Duties**

This job description is to be performed in accordance with the provisions of the pay and conditions policy and within the duties set out in that document, so far as is relevant to the post holder's title and salary grade.

4. **Relationships**

- 4.1 the post holder is responsible and accountable to the Headteacher and SENCo
4.2 the post holder reports to the SENCo
4.3 the post holder interacts with other professional colleagues and should establish and maintain productive relationships with them and promote mutual understanding of our aim to improve the quality of teaching and learning at The Highfield School

5. **Particular Responsibilities**

- 5.1 to aid 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 the child is able to use equipment and materials provided
 - Motivating and encouraging the child as required
 - Assisting in weaker areas, e.g. language, behaviours, reading, spelling, handwriting/presentation
 - Helping pupils to concentrate on and finish work set
 - Meeting physical needs as required whilst encouraging independence
- 5.2 to establish a supportive relationship with the children concerned;
5.3 to encourage acceptance and inclusion of the child with special needs;
5.4 to develop methods of promoting/reinforcing the child's self-esteem;
5.5 to develop knowledge of a range of learning support needs and to develop an understanding of the specific needs of the children to be supported;
5.6 to supervise specific activities and get involved in extracurricular work;
5.7 to contribute to reviews of children's progress, as appropriate;
5.8 to attend relevant in-service training;
5.9 to be aware of school procedures and policies;
5.10 to maintain departmental resources and procedures;
5.11 to be aware of confidential issued linked to home/pupil/teacher/school work and to keep confidences appropriately;
5.12 to carry out any other reasonable duties as may from time to time be requested by the Headteacher.



**THE HIGHFIELD
SCHOOL**



Wellbeing Award
for Schools

2019-2022

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This job description issued on September 2021 may be amended at any time by agreement, but in any case will be reviewed annually.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

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