



FINHAM PARK  
MULTI ACADEMY TRUST

## JOB DESCRIPTION

### FINHAM PARK 2

**Job Title** Learning Assistant

**Grade** Grade 3

**Hours** 35.5 hours per week, term time only plus one week

#### Job Purpose

- To provide a complementary service to that provided by teachers and pastoral staff in order to address the needs of pupils to overcome barriers to learning, both inside and outside school.
- To work with a range of students but give priority to those who need the most help, especially those experiencing multiple disadvantages, to reach their potential.
- To support identified individuals to access the social and academic curriculum in the most effective way, appropriate to their needs and understanding.
- To contribute to raising standards of attainment, mental health and wellbeing, improving attendance, reducing exclusions and maintaining good standards of behaviour.

#### Duties and Responsibilities

1. Develop positive one to one & small group mentoring relationships with pupils identified as needing support.
2. Establish constructive relationships with pupils providing feedback to them in relation to progress and achievement as directed.
3. Work collaboratively with teachers, pastoral staff, SENDCo and other agencies to identify pupils with barriers to learning and at risk of disaffection in order to ensure that these receive support.
4. Work in partnership in devising, implementing and evaluating interventions for pupils identified as needing support.
5. Implementing strategies and supporting students in self-esteem and confidence building activities.
6. Use appropriate skills to undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children/young people, including those pupils with special educational, physical or emotional needs.





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7. Establish and maintain home/school liaison with the families of pupils receiving support, in order to keep them informed about pupil needs and progress, and to secure positive family involvement and support.
8. Establish good relations and work closely with other agencies who may also be involved in supporting a targeted pupil - e.g. Behaviour Support, Early Help, Social workers/Health professionals - so that the needs of the pupil concerned are met in a focused and integrated way.
9. Promote pupil independence in learning, social and mobility skills, reinforcing the pupil's self esteem through praise and encouragement, setting challenging and demanding expectations and promote self-esteem and independence.
10. Monitor the progress of individual pupils and groups of pupils, their achievements, problems, condition and development needs, reporting to the SENDCo, student, parent and other professional as appropriate.
11. Encourage positive attitudes to pupils receiving support and a shared understanding of their needs within the School.
12. Assist as part of the break or lunchtime supervision team, as required.
13. Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.
14. Attend and participate in relevant meetings as required.
15. Support students & teachers within the classroom when necessary
16. Support students who require access arrangements for assessments & examinations
17. Any other duties and responsibilities within the range of the salary grade.

#### **General:**

All duties and responsibilities must be carried out with due regard to the School's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School's Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

