**Lancashire County Council**

**Combined Role Profile**

**Grade Profile – Learning Support Assistant Level 3 Grade 6**

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| POST TITLE | Learning Support Assistant 3 |
| GRADE | Grade 6 SCP 11-19 |
| LOCATION | Carleton Green Community Primary School |
| RESPONSIBLE TO | Headteacher and Phase Leader |
| JOB PURPOSE | To support a hearing-impaired pupil in their learning and school life. To be able to fluently use BSL to support the pupil in a hearing classroom.  Under the general supervision and direction of the teacher, to plan and implement learning activities for individuals and groups. To monitor pupil progress and provide feedback to the class teacher and establish supportive and constructive relationships with pupil’s parents/carers. To provide short term cover for classes to which the Learning Support Assistant is normally assigned, when the class teacher is unavailable. |
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| Main Activities: What the Postholder will actually do and what the prescribed duties are: | |
| **In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post** Support for Pupils | |
| * Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of pupils. * To support a deaf pupil with their learning using BSL. | |
| * To undertake activities in order to monitor the personal social and emotional needs of pupils. * To develop positive relationships with pupils to promote pupil progress and attainment. * To assist in the devising of pupil's individual targets and their monitoring and review. * Support pupils as part of a planned inclusion programme * To implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas. * To assist in the development of varying skills that support pupils' learning. * To assist in the specific medical/care needs of pupils when specific training has been undertaken. | |
| **Support for the Teacher**   * To monitor and record pupil progress and developmental needs. * To communicate the lessons and the teacher’s intentions to the pupil using BSL * To produce relevant classroom resources. * To undertake classroom administrative tasks including the maintenance of records. * To assist in pupil supervision and assist in the management of pupil behaviour. * To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable. * To provide information to the class teacher to assist in the planning of work programmes. * To liaise with the school's nominated person in respect of pupil absence. * To assist with the arrangements for out of school learning activities including the administration of work experience**.** * To provide clerical and administrative support including the collection and recording of money. * Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils’ work | |
| **Support for the Curriculum**   * To assist the delivery of educational and developmental work programmes. * To support the use of ICT in learning activities | |

