



Walsall Academy

Learning Support Assistant Apprentice

Accountable to: Inclusion Manager

Responsibilities in addition to meeting the requirements of the apprenticeship:

- To provide learning support to students as directed by the Inclusion Manager.
- Teaching small groups of students according to their educational needs under the direction/ supervision of class teachers.
- Supervising groups of students and individuals under the direction/ supervision of the class teacher.
- Preparation of materials for teaching staff.
- Communicating regularly with the class teacher to whom they are responsible to ensure continuity of provision for students and to ensure that progress is made and recorded.
- Promoting the general progress and well-being of individual students and of any group of students assigned.
- The presentation and display of student's work both within and outside of classrooms.
- Helping to maintain a stimulating, healthy and safe learning environment in the immediate teaching area.
- Where appropriate, communicating and co-operating with appropriate persons or bodies outside the school.
- Participating in meetings arranged for any of the purposes described above.
- Participating in arrangements for further training and professional development.
- Maintaining good order among students and safeguarding their health and safety whether on the school premises or when engaged in authorised activities elsewhere.
- Participating in meetings at the school which relate to the curriculum or the organisation of the school, including pastoral arrangements.
- Attending assemblies, registering the attendance of students, and where applicable assisting with playground duties.
- To carry out other reasonable tasks from time to time as directed by the Headteacher.

Hours: Full Time
8:15am to 5:00pm Monday to Thursday
8:15am to 3:45pm Friday

Break entitlement: 15 minute breakfast break; 40 minute lunch break daily