



## Walsall Academy

### Learning Support Assistants:

**Accountable to:** Inclusion Manager

### Responsibilities:

- To provide learning support to students as directed by the Inclusion Manager responsible for Social and Education Inclusion.
- Supporting 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 run intervention strategies for individual/groups of students.
- Meeting with parents to discuss individual's students' progress and support needs.
- To carry out other reasonable tasks from time to time as directed by the Headteacher.