

MUNTHAM HOUSE SCHOOL
Job Description

Learning Support Assistant

Responsible to: Head Teacher

Liaison with: All teaching staff, Ancillary staff

General

1. To work within guidelines for 24-hour behaviour management programme, as set out in school's development plan.
2. To have a commitment to the schools mission and aims. To be active in the observation of behaviours, planning and implementation of individual management programmes and in monitoring, evaluating and revising as appropriate on a regular basis. This is to involve close liaison with all staff working within the school.
3. To facilitate the reintegration of pupils into the appropriate environment. This will be for social and academic development and may involve short or long-term programmes, or both. This will require close contact with home and schools as appropriate.
4. To work with, as required, groups of pupils from ages 5-18, under the supervision of class teachers and Head Teacher.
5. To demonstrate a commitment to the development of the school. This will include participation in and to staff in-service training, formal and informal discussions with staff, the need to work as an equal part of the whole group and an ability to offer innovative ideas and present them to the group.
6. To demonstrate a commitment actively to develop as a professional. This will involve career planning and participation in in-service training in school, in county or out of county as appropriate

Specifically

7. To assist in the delivery of the National Curriculum.
8. To provide individual literacy support as and when required by Individual Education Plans.
9. To prepare plan and maintain detailed and meaningful literacy programs for reading recovery.
10. To become familiar and competent in a specific recognised literacy program.
11. To undertake any reasonable duties as under the direction of the Head Teacher