

## **COOPERALE AND THEYDON GARNON CE PRIMARY SCHOOL - Job Description: Learning Support Assistant**

**Responsible to: UPPER LEADERSHIP TEAM (Headteacher & Deputy Headteacher)**

### **Job Purpose**

- The post holder will be responsible for supporting children with their learning, including those with special educational needs under the direction and guidance of class teachers and the school's SENCo and to provide for the social, educational and welfare needs within the school.

### **Duties:**

- To support and uphold the school's vision, ethos and values
- To help children of all abilities, including those with special educational needs to learn as effectively and independently as possible, both individually and in small groups
- To run a range of interventions to support individuals and small groups
- To prepare materials and resources to support individuals, small groups and classroom activities
- To work with children on individual targets in reading, writing and math
- To support children's emotional development and resilience when approaching learning tasks
- To support children's behaviour in line with the school's vision, values and positive behaviour policy
- To have an awareness of and adherence to all school safeguarding procedures and participate in training as appropriate
- To ensure the health and safety of the children and to report any concerns or details of accidents/incidents as necessary to the Headteacher
- To assist in the general care of the learning environment by keeping curriculum resources in classrooms and around the school, tidy and in good order
- To implement and promote the school's equal opportunities policies at all times and to value diversity and fundamental British values.
- To carry out daily lunch time supervision duties.

### **To support the teachers including the following:**

- To report back to class teachers and the school's SENCo on the progress of children broad skills range in line with national curriculum expectations – whilst keeping written records as necessary
- To liaise with parents/carers and foster good links between home and school under the guidance of class teachers and the school's SENCo
- To support class teachers with educational visits including taking responsibility for the care, welfare and learning of individuals and small groups of children.
- To implement strategies, programmes of work and resources as laid out in Individual Provision Plans under the guidance of the SENCo and class teachers
- To assist with the planning, coordination and assessment of a child's Individual Provision Plan taking into account the recommendations and guidelines set out in the child's Statement of Special Education Needs / Educational Health and Care Plan
- To make ongoing notes and assessments of children's progress and contribute to statutory meetings such as Annual Reviews

### **General**

- To attend relevant in-service and external training as and when required
- To administer first aid or carry out simple medical procedures in line with LA guidelines
- To attend and contribute to all school meetings as directed by the Headteacher
- To develop activities to promote social interactions between pupils during break times
- To carry out any other reasonable tasks in keeping with the post as specified by the Headteacher

## **COOPERALE AND THEYDON GARNON CE PRIMARY SCHOOL - PERSON SPECIFICATION: Learning Support Assistant**

### **Qualifications and Training**

- Educated to NVQ Level 2 in learning support/early years or equivalent qualification/experience

### **Experience**

- Experience of working with children under the age of 11 in an educational setting
- Experience of supporting children with a range of special educational needs
- Experience of communicating with a wide range of people from different backgrounds
- Experience of record keeping
- Experience in Phonics and Early Reading interventions

### **Knowledge, and Understanding**

- Understanding of the educational welfare and social needs of children
- Working knowledge of implementing Individual Provision Plans
- Basic knowledge of IT to effectively support the pupils (or willingness to train)
- Understanding of the issues around safeguarding and behaviour in a school setting
- A knowledge of some of the emotional, behavioural and social difficulties that may create barriers to learning

### **Skills and abilities**

- An ability to develop positive relationships with children, valuing their diversity, in order to enhance their learning and social development
- The ability to develop an understanding of the educational, welfare and social needs of pupils
- Proven written and oral communication skills
- A good level of Math and English skills to effectively support the pupils
- The ability to form and maintain good working relationships with teachers, pupils and parents and be able to work effectively in a team
- The ability to liaise with a range of professionals from external agencies
- The ability to remain calm in challenging situations and to ask for support when needed

### **Commitment**

- A commitment to uphold the school's vision, values and staff code of conduct
- A commitment to equal opportunities and assisting the school in raising achievement for all its pupils.
- A commitment to becoming familiar with and applying whole school policies, procedures and standards and be willing to implement them in a consistent manner
- A commitment to attend in-service and external training courses and to develop and update knowledge and skills as required