

**Learning Support Assistant****Job Description**

<b>Job Title</b>	<b>Learning Support Assistant</b>
<b>Grade</b>	Essex Pay Band 2 (to mid-point)
<b>Reports to</b>	Class Teacher, SENCO, SLT/Head teacher
<b>Responsible for</b>	Other learning assistants/work experience
<b>Liaison with</b>	Teaching staff, support staff, Head teacher, pupils, parents
<b>Job Purpose</b>	To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and School policies and procedures.
<b>Head teacher Accountabilities</b>	<ul style="list-style-type: none"><li>• Working with individuals or small groups of children under the direction of teaching staff</li><li>• Implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to pupils' responses as appropriate.</li></ul>
<b>Duties</b>	<ul style="list-style-type: none"><li>• Establish positive relationships with pupils supported.</li><li>• Support pupils with activities which support literacy and numeracy skills</li><li>• Support the use of ICT in the classroom and develop pupils' competence and independence in its use</li><li>• Promote positive pupil behaviour in line with School policies and help keep pupils on task</li><li>• Interact with, and support pupils, according to individual needs and skills</li><li>• Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources</li><li>• Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour</li><li>• Monitor and record pupil activities as appropriate writing records and reports as required</li><li>• Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher</li><li>• To support learning by arranging/providing resources for lessons/activities under the direction of the teacher</li><li>• To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid.</li><li>• To assist with the preparation, maintenance and control of stocks of materials and resources.</li></ul>

	<ul style="list-style-type: none"> <li>• Assist with the development and implementation of individualised programs, e.g. Education &amp; Health Care Plan (EHCP)</li> <li>• Liaise with other staff and provide information about pupils as appropriate</li> <li>• To assist with the display and presentation of pupils' work</li> <li>• To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities</li> <li>• To assist with escorting pupils on educational visits.</li> <li>• A willingness to undertake lunchtime duties on a contracted regular basis.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To understand and apply School policies in relation to health, safety and welfare</li> <li>• Attend relevant training and take responsibility for own development</li> <li>• Attend relevant School meetings as required</li> <li>• To respect confidentiality at all times</li> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety and Safeguarding in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul> <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Head teacher to carry out appropriate duties within the context of the job, skills and grade.</p>

## LEARNING SUPPORT ASSISTANT PERSON SPECIFICATION (E- Essential D- Desirable)

General heading	Detail		Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	<b>E</b>	Successful experience working with children in a school/early years environment Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience
	Knowledge of relevant policies and procedures	<b>D</b>	Basic knowledge of First Aid and understanding of the School policies & procedures/Paediatric First Aid qualified
	Literacy	<b>E</b>	Good reading and writing skills (National qualification Grade C or equivalent )
	Numeracy	<b>E</b>	Good numeracy skills (National qualification Grade C or equivalent )
	Technology	<b>D</b>	Knowledge of basic ICT to support learning
<b>Communication</b>	Written	<b>D</b>	Ability to read, write & understand basic reports
	Verbal	<b>E</b>	Ability to communicate information clearly and coherently; ability to listen effectively
	Languages	<b>E</b>	Overcome communication barriers with children and adults
	Negotiating	<b>D</b>	Consult with children and their families and carers and other adults
<b>Working with children</b>	Behaviour Management	<b>E</b>	Understand and implement the school's behaviour management & anti-bullying policy
	SEND	<b>E</b>	Ability to understand and support children with developmental difficulty or disability
	Curriculum	<b>D</b>	Good understanding of the school/national curriculum including expectations of English & Maths
	Child Development	<b>E</b>	Good understanding of the general aspect of child development & Early Years Ability to assess progress and performance
	Health & Well being		Understand and support the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	<b>E</b>	Understand the role of others working in and with the school Understand and value the role of parents and carers in supporting children
	Relationships	<b>E</b>	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	<b>E</b>	Ability to work effectively and positively with a range of adults

	Information Sharing	<b>E</b>	Respect confidentiality. Know when, how and with whom to share information Ability to follow instructions accurately
<b>Responsibilities</b>	Organisational skills	<b>E</b>	Good organisational skills Ability to remain calm under pressure
	Line Management	<b>D</b>	Ability to support the work of volunteers and other assistants in the classroom
	Time Management	<b>E</b>	Ability to manage own time effectively
	Problem Solving	<b>E</b>	Demonstrate a positive, solution focused approach to resolve routine problems independently
<b>General</b>	Equalities	<b>E</b>	Awareness of and commitment to equality
	Health & Safety	<b>E</b>	Basic understanding of Health & Safety
	Child Protection	<b>E</b>	Understand <u>and</u> implement child protection procedures
	Confidentiality/Data Protection	<b>E</b>	Understand procedures and legislation relating to confidentiality and implement them
	CPD	<b>E</b>	Be prepared to develop and learn in the role
	Performance Management	<b>E</b>	Participate in annual performance appraisal constructively and positively