



Job Title	Learning Support Assistant
Grade	Band 2 (to mid-point, new scale) 3-5, £18,065- £18,795 pro-rata per annum
Reports to	Class Teacher, SENDCO, Deputy/Head teacher
Responsible for	Work Experience
Liaison with	Teaching staff, support staff, deputy/head teacher, pupils, parents/ governors/ directors
Job Purpose	To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.
Head teacher Accountabilities	<ul style="list-style-type: none"> • Working with individuals or small groups of children under the direction of teaching staff • Implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to pupils' responses as appropriate.
Duties	<ul style="list-style-type: none"> • Establish positive relationships with pupils supported. • Support pupils with activities which support literacy and numeracy skills • Support the use of ICT in the classroom and develop pupils' competence and independence in its use • Promote positive pupil behaviour in line with school policies and help keep pupils on task • Interact with, and support pupils, according to individual needs and skills • 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 • Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour • Monitor and record pupil activities as appropriate writing records and reports as required • Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher • To support learning by arranging/providing resources for lessons/activities under the direction of the teacher

	<ul style="list-style-type: none"> • To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid. • To assist with the preparation, maintenance and control of stocks of materials and resources. • Assist with the development and implementation of individualised programs, e.g. Education & Health Care Plan (EHCP) • Liaise with other staff and provide information about pupils as appropriate • To assist with the display and presentation of pupils' work • To supervise pupils for limited and specified periods including break-times when the post holder should facilitate games and activities • To assist with escorting pupils on educational visits. • A commitment to undertake a mid-day contract running concurrently with the LSA contract; undertaking lunchtime duties supervising pupils and ensuring their continued well- being.
General	<ul style="list-style-type: none"> • To understand and apply school policies in relation to health, safety and welfare • Attend relevant training and take responsibility for own development • Attend relevant school meetings as required • To respect confidentiality at all times and ensure that the data protection/ GDPR requirements are implemented/followed • 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. • To comply with individual responsibilities, in accordance with the role, for health & safety and Safeguarding in the workplace • Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy • The Governing Body and Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the post holder 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
Qualifications & Experience	Experience	D E D D	Previous school based experience with EY/ KS1/ KS2 Experience working with children Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience Qualification in: First Aid; TA; HLTA; other related e.g. ELKLAN
	Policies and procedures	D	Basic knowledge of First Aid, Child Protection, and an understanding of the school policies & procedures
	Literacy	E	Excellent reading and writing skills National qualification Grade C or equivalent
	Numeracy	E	Excellent numeracy skills National qualification Grade C or equivalent
	Technology	E D	Basic knowledge and competency of ICT ICT qualification
Communication	Written	E	Ability to read, write & understand basic reports
	Verbal	E	Ability to communicate information clearly and coherently; ability to listen effectively
	Languages	E	Able to overcome communication barriers with children and adults being sensitive and responsive to their needs
	Negotiating	D	Able to consult with children and their carers/ other adults; staff/ other professionals
Working with children	Behaviour Management	E	Able to understand and implement the school's behaviour management & anti-bullying policy
	SEND	E	Able to understand and support children with additional needs or disability
	Curriculum	E	Good understanding of the national curriculum including expectations of English & Maths
	Child Development	E D	Good understanding of the general aspect of child development & Early Years Able to assess progress and performance
	Health & Well being	E	Good understanding of the importance of physical and emotional wellbeing
Working with others	Working with partners	E	Understand the role of others working in and with the school Understand and value the role of parents and carers in supporting children
	Relationships	E	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	E	Ability to work effectively and positively with a range of adults internally. externally/ across the MAT

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