

Job Description

Job Title	Learning Assistant
Grade	2020 Scale 3 (2019 Band 2 (to mid-point))
Reports to	Headteacher, Class Teacher, SENCO
Responsible for	Supporting pupils with SEMH difficulties and learning
Liaison with	Teaching staff, support staff, Headteacher, pupils, parents
Job Purpose	<p>To work in partnership with class teachers and SENCO to assist pupils with emotional and/or behavioural difficulties. To help facilitate those pupils' successful inclusion in school life.</p> <p>To support pupils' social and emotional development in line with the school policies and procedures.</p>
Principal Accountabilities	<p>Working with individuals or small groups of children, under the direction of teaching staff, both in and out of the classroom. Providing support to pupils with behavioural, communication, social, sensory or physical or learning difficulties.</p>
Duties	<ul style="list-style-type: none"> • To encourage the inclusion of pupils with emotional and/or behavioural difficulties by using positive behaviour management techniques designed to support the pupils' ability to behave appropriately • To establish positive relationships with pupils, interacting and supporting according to individual needs and skills • To model support strategies designed to encourage and develop appropriate behaviour in different environments within school • To implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate • To supervise pupils for specified periods, which may include break-times when the postholder should facilitate games and activities • To provide feedback to pupils in relation to progress and attainment under the guidance of the teacher • To support pupils with activities which support learning and skills in all curriculum areas • To attend to pupils' personal needs including help with social, welfare, care and health matters • To participate in planning and evaluation of progress with the teacher, writing reports and records as required, liaising with other professionals and attending one plan meetings as required • To monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher

	<ul style="list-style-type: none"> • To assist the teacher and other staff in the implementation of care programmes • To support learning by selecting appropriate resources/methods to facilitate agreed learning activities • To assist with the display and presentation of pupils' work • To assist with escorting pupils on educational visits • To assist pupils during activities e.g. swimming, PE
General	<ul style="list-style-type: none"> • To understand and apply school policies in relation to health, safety and welfare • To attend relevant training and take responsibility for own development • To attend relevant school meetings as required • To respect confidentiality at all times • 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 in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • 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. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

LEARNING SUPPORT ASSISTANT

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	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 Some training in social, emotional and mental health is preferred To know and have used de-escalation strategies
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and understanding of School
	Literacy	Good reading and writing skills (to GCSE level)
	Numeracy	Good numeracy skills (to GCSE level)
	Technology	Knowledge of basic ICT to support learning
Communication	Written	Ability to write basic reports
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Ability to overcome communication barriers with children and adults
	Negotiating	Ability to discuss situations calmly and in a positive manner with families and carers and other adults
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy, as required.
	SEN	Ability to understand and support children with social, emotional and mental health difficulties and/or developmental difficulty or delay
	Curriculum	Good understanding of the school curriculum Knowledge of English/maths strategies
	Child Development	Good understanding of the general aspect of child development Ability to assess progress and performance
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school Understand and value the role of parents and carers in supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults

	Teamwork	Ability to work effectively with a range of adults
	Information	Knowing when, how and with whom to share information Ability to follow instructions accurately
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Ability to support the work of volunteers and other teaching assistants in the classroom
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to use own initiative to resolve routine problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role