**Job description - Classroom Learning Assistant**

**Band 2 to midpoint**

**Responsible to the Headteacher**

**Main Purpose of Job**

To work under the instruction and guidance of the class teacher to support the delivery of high quality teaching and learning and help raise standards for all pupils

Work may take place in the classroom or in break out spaces as required.

**Duties**

* Develop and prepare teaching materials and resources as required by the teacher
* Support in the setting up of the learning environment
* Produce and maintain displays as required by the teacher
* Liaise with the teacher over the day’s learning and provide feedback on learning activities to the teacher
* Taking into account the needs of the pupils:

1. clarify and explain
2. scaffold learning but ensure the child is working towards independence
3. extend and challenge thinking with quality questions

* Meet physical needs – ensure children are appropriately dressed for activities, support a child if they have a toileting accident in line with the intimate care policy
* Promote inclusion and acceptance for all
* Provide pastoral care to enable children to feel secure and happy
* Follow health and safety and safeguarding policies at all time
* Support any pupils with additional or Special educational needs as directed by the teacher
* Support with behaviour management under the guidance of the teacher
* Undertake 1:1 activities and intervention programmes under the guidance of the teacher and maintain the records for these programmes
* Observe and assess children as directed by the teacher – maintain records for observations
* Support in the use of ICT in the classroom
* Contribute to the ethos of the school
* Set an excellent example in dress, punctuality and attendance
* Establish excellent relationships and liaise with parents as required by the teacher

***The duties above are neither exclusive or exhaustive and the post holder maybe required to carry out appropriate duties within the context of the job***

Comply with all health and safety regulations

**Person Specification**

* Experience as an LSA (desirable)
* Level 2 or 3 qualification as LSA (desirable)
* Experience of leading Maths or English groups or interventions
* Knowledge of phonics
* GCSE grade C or above in English and Maths
* Experience of working with parents
* Very high expectations for behaviour and learning
* The ability to work as part as a team, to be flexible and good humoured at all times
* Calm and caring