

Learning Support Assistant

Job Title:	Learning Support Assistant
Responsible to:	Assistant Head/SENCo
Line Manager:	SENCo/Class teacher
Term of Contract:	Permanent - term time only
Start date:	As soon as possible
Hours:	31.25 hours per week (term time only)
Salary:	Band 3 Point 8-16
Liaison with:	SENCo, Class teacher, Deputy Head, SEN TA and other support staff, outside agencies e.g. Speech and Language Therapists, Educational Psychologists etc.

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.

Principal Accountabilities

- Working with individuals or small groups of children under the direction of teaching staff and/or SENCO
- Implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to students' responses as appropriate

Duties

- Establish positive relationships with students supported
- Support students with activities which support literacy and numeracy skills
- Support the use of ICT in the classroom and develop students' competence and independence in its use
- Promote positive pupil behaviour in line with school policies and help keep students on task
- Interact with, and support students, 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 student progress and behaviour
- Monitor and record student activities as appropriate writing records and reports as required
- Provide feedback to students 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
- To attend to students' 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 IEPs
- Liaise with other staff and provide information about students as appropriate
- To assist with the display and presentation of students' work
- To supervise students for limited and specified periods including break-times
- To assist with escorting students on educational visits
- Carry out all duties as may be reasonably required by the Head of School, CEO and Local Governing Body
- The post holder may be required to work in any GLC Academy as reasonably required by the Head of School, CEO and Local Governing Body

General

- 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
- 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.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Personal Specification for Learning Support Assistant

You will need to

- Have experience of working with children in a primary school setting;
- Have GCSE, 'O' Level or equivalent qualifications in Maths and English;
- Have knowledge and understanding of the different social, cultural and physical needs of pupils;
- Have an interest in how children learn and behave;
- Provide appropriate role models of behaviour both in the classroom and around school;
- Really care about children but particularly those who find learning and managing their behaviour difficult;
- Have experience of helping children learn to read and write.

You must be able to

- Undertake tasks under the direction of the Class Teacher, SENCo, Vice Principal or Principal;
- Plan and prioritise tasks and work under the pressure of a busy inclusive primary school;
- Be productive and show initiative;
- Communicate effectively and appropriately to pupils with different abilities and ethnic backgrounds;
- Motivate pupils to learn;
- Motivate pupils to be sociable;
- Assist with the organisation of the learning environment;
- Maintain records of the pupils;
- Work effectively with other adults in the school and wider community;
- Be a responsible and trustworthy role model;
- Have patience with children who find conforming to rules and expectations difficult;
- Have patience, be flexible and innovative with a clear understanding of how children, who find learning new concepts and remembering taught concepts difficult, might behave;
- Respect and maintain confidentiality but have regard to the safe guarding protocols of information sharing where necessary;
- Be computer literate;
- Be able to carry out tasks and responsibilities as directed by the Vice Principal, Principal, SENCo or class teacher;
- Attend training courses considered appropriate for the post.