



## JOB DESCRIPTION

- Job Title:** Learning Assistant (Scale 3)
- Responsible To:** Headteacher, Class Teacher, Inclusion Manager
- Purpose of the Job:** To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures. To provide support to pupils in a particular curriculum area across the school or support pupils with learning, behavioural, communication, social, sensory or physical difficulties.

### Example Duties and Responsibilities:

- Provide particular and skilled support to pupils with learning, behavioural, communication, social, sensory or physical difficulties.

### AND/OR

- Provide particular and skilled support to all pupils in a particular learning area (e.g. ICT, National Curriculum subject).
- Work with individuals or small groups of children under the direction of teaching staff.
- Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group.
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
- Establish positive relationships with pupils supported.
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
- 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.
- Contribute to planning, organising and implementing IEPs, including attendance at appropriate meetings.
- 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.
- Promote positive pupil behaviour in line with school policies and help keep pupils on task.

- Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required.
- Monitor and record pupil responses and learning achievements, drawing any problems, which cannot be resolved easily, to the attention of the teacher.
- Take an active role in the preparation, maintenance and control of stocks of materials and resources.
- Support learning by selecting appropriate resources/methods to facilitate agreed learning activities.
- Attend to pupils' personal needs, including help with social, welfare and health matters, including minor first aid.
- Liaise with staff and other relevant professionals 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.
- 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.



**TANY'S DELL SCHOOL  
LEARNING ASSISTANT PERSON SPECIFICATION**

**E = Essential**

**D = Desirable**

**\* = either/or**

<b>Experience</b>	<ul style="list-style-type: none"> <li>➤ Successful recent experience working with primary/early years children.(D)</li> <li>➤ Working effectively as part of a team.(D)</li> <li>➤ Experience of record keeping and assessment.(D)</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>➤ Good literacy and numeracy skills (E).</li> <li>➤ NVQ Level 3 in learning support/early years or equivalent qualification (D).</li> <li>➤ Good general standard of education (E).</li> <li>➤ Training in literacy and numeracy strategies (D).</li> <li>➤ Successful completion of training in particular/specialised learning/special needs area (*).</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>➤ Basic knowledge of first aid (D).</li> <li>➤ Knowledge of general aspects of child development (D).</li> <li>➤ Understanding of child protection policies and procedures (E).</li> <li>➤ Knowledge of relevant codes of practice and school policies (E).</li> <li>➤ Working knowledge of ICT to support learning (E).</li> <li>➤ Particular knowledge of specific curriculum area or key stage. (D)</li> </ul>
<b>Aptitudes</b>	<ul style="list-style-type: none"> <li>➤ Work effectively as part of a team and contribute to group thinking, planning etc.(E)</li> <li>➤ Effective time management.(E)</li> <li>➤ Build rapport with adults and children.(E)</li> <li>➤ Flexibility.(E)</li> <li>➤ Follow instructions accurately.(E)</li> <li>➤ Use own initiative and work independently.(E)</li> <li>➤ Excellent communication skills with adults and children, verbally and in writing.(D)</li> <li>➤ Motivate, inspire and have high expectations of pupils.(D)</li> <li>➤ Creative approach to problem solving.(D)</li> <li>➤ Ability to adapt quickly and effectively to changing circumstances/situations.(D)</li> <li>➤ Work calmly under pressure.(D)</li> <li>➤ Committed to personal and professional development.(E)</li> <li>➤ Ability to critically evaluate own performance.(E)</li> <li>➤ Awareness of, and commitment to, equality issues.(E)</li> <li>➤ Ability to record and assess pupil progress/performance etc.(D)</li> </ul>

