Brentwood Ursuline Convent High School

Job Description
Learning Support Assistant

Grade	Scale 4 Point 6-7 (Note this is a fixed term contract to assist with the care of a student for the duration of funds provided specially for this purpose.)
Reports to	Headteacher, SENCO, AHT with LM responsibility, Class Teacher,
Responsible for	Supporting students learning
Liaison with	Teaching staff, support staff, students.
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 Support students with activities which support literacy and numeracy skills To work as a member of the Learning Support team and to work effectively within the department
Duties	• Establish positive relationships with students supported • Monitor student progress using their EHCP targets • Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to students' responses as appropriate • Promote positive student 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 • To 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 • Assist with the development and implementation of One Planning • To attend to students' personal needs including help with social, welfare, physical and health matters, including minor first aid. • Liaise with other staff and provide information about students as appropriate • To supervise students for limited and specified periods including break-times when the postholder should facilitate games and activities • To assist with escorting students on educational visits
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 management 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 postholder may be required by the Headteacher to carry out the appropriate duties within the context of the job, skills and grade.

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 would be an advantage Completion of DCSF induction programme would be an advantage
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and understanding of the School
	Literacy	Good reading and writing skills
	Numeracy	Good numeracy skills
	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	Overcome communication barriers with children and adults
	Negotiating	Consult with children and their families and carers and other adults
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Ability to understand and support children with developmental difficulty or disability
	Curriculum	Good understanding of the school curriculum Knowledge of literacy/numeracy 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
	Team work	Ability to work effectively with a range of adults
	Information	Know 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 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