

Brentwood Ursuline Convent High School



Job Description Learning Support Assistant

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| Grade | 2020 Scale 3 (2019 Band 2 (to mid-point)) |
| Reports to | Headteacher, Class Teacher, SENCO, AHT with LM responsibility |
| 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 | <ul style="list-style-type: none">• 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 |

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| | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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. <p>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.</p> |

LEARNING SUPPORT ASSISTANT

| General heading | Detail | Examples |
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| 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 |

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| 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 |