

## **General Learning Support Assistant Job Description**

### **Line Manager:**

- Special Educational Needs Co-ordinator.

### **Liaison with:**

- Academy staff, pupils, parents and external agencies.

### **Job Purpose:**

- To work in partnership with class teachers to support learning in line with the academy's curriculum, codes of practice, policies and procedures.
- To provide support to pupils as directed by the Leadership team and class teacher.

### **Duties:**

- Take an active role in the preparation, maintenance and control of stocks of materials and resources
- Working 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 the use of IT in the classroom and develop pupils' competence and independence in its use
- Promote the inclusion and acceptance of children with special educational needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- Promote positive pupil behaviour in line with academy 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
- 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, toileting, dressing etc...
- Carry out specific additional care tasks for individual pupils at the direction of a suitable qualified member of staff and once training has been given
- To assist with the display and presentation of pupils' work
- To supervise pupils for limited and specified periods including break-times and lunchtimes
- To assist with escorting pupils on educational visits
- Provide challenge and support for gifted and talented pupils

**General:**

- To attend relevant training and meetings as required
- Participating in administrative and organisational tasks related to such duties as are described above.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the academy premises and when they are engaged in authorised academy activities elsewhere;
- Participating in arrangements made in accordance with regulations for the appraisal of his/her performance taking personal responsibility for identification of learning, development and training opportunities in discussion with the leadership team
- To respect confidentiality at all times
- To understand and apply academy policies in relation to health, safety, welfare and behaviour of pupils
- 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 Academy's Equal Opportunities Policy

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

**The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all it's staff and volunteers to share this commitment.**

## Learning Support Assistant – Person Specification

Qualifications and Experience	<ul style="list-style-type: none"> <li>• Specific qualifications and experience relating to the role</li> </ul>	<ul style="list-style-type: none"> <li>• Successful experience of working with children in a school/early years environment</li> <li>• Good reading and writing skills</li> <li>• Good numeracy skills</li> <li>• Knowledge of basic IT to support learning</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Written</li> <li>• Verbal</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to write basic reports</li> <li>• Ability to use clear language to communicate information and the ability to listen effectively</li> <li>• Consult with children and their families and carers and other adults</li> </ul>
Working with children	<ul style="list-style-type: none"> <li>• Behaviour Management</li> <li>• SEND</li> <li>• Curriculum</li> <li>• Child development</li> <li>• Health and Wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>• Understand and implement the school's behaviour management policy in addition to any specific requirement for individual pupils</li> <li>• Ability to understand and support children with physical difficulties</li> <li>• Good understanding of the Early Years Framework/National Curriculum</li> <li>• Good understanding of the general aspects of child development</li> <li>• Understand and support the importance of physical and emotional wellbeing</li> </ul>
Working with others	<ul style="list-style-type: none"> <li>• Working with partners</li> </ul>	<ul style="list-style-type: none"> <li>• Understand the role of others working in and with the school</li> <li>• Understand and value the role of parents and</li> </ul>

	<ul style="list-style-type: none"> <li>Relationships</li> <li>Team work</li> </ul>	<p>cares in supporting the children</p> <ul style="list-style-type: none"> <li>Ability to establish a rapport, respectful and trusting relationship with children, their families and carers and other adults</li> <li>Ability to work effectively with a range of adults</li> <li>Know when, how and with whom to share information</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>Organisational skills</li> <li>Time management</li> <li>Creativity</li> </ul>	<ul style="list-style-type: none"> <li>Good organisational skills</li> <li>Ability to remain calm under pressure</li> <li>Ability to manage own time effectively</li> <li>Demonstrate creativity and an ability to resolve routine problems independently</li> </ul>
General	<ul style="list-style-type: none"> <li>Equality</li> <li>Health and Safety</li> <li>Child Protection</li> <li>Confidentiality and GDPR</li> <li>CPD</li> </ul>	<ul style="list-style-type: none"> <li>Awareness and commitment to equality</li> <li>Basic understanding of Health and Safety</li> <li>understand and implement child protection procedures</li> <li>Understand procedures and legislation in relation to confidentiality and GDPR</li> <li>Be prepared to develop and learn in the role.</li> </ul>