

Job Description

Job Title	Learning Support Assistant
Grade	Scale 3 / 4
Reports to	Headteacher, Class Teacher, SENCO
Liaison with	Teaching staff, support staff, Headteacher
Job Purpose	<p>To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.</p> <p>To provide specialist/skilled support to pupils in a particular curriculum area or support pupils on an individual or group basis.</p>
Principal Accountabilities	Provide particular and skilled support to all pupils in a particular learning area (e.g. ICT, Phonics, National Curriculum subject)
Duties	<ul style="list-style-type: none"> • Working with whole classes, 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 • To be involved in planning, organising and implementing IEP/EHCPs, including attendance at, and contribution to, reviews • 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

	<ul style="list-style-type: none"> • 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 postholder should facilitate games and activities • To assist with escorting pupils 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 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. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

LEARNING SUPPORT ASSISTANT

	Essential	Desirable
Qualifications & Experience	Successful experience working with children in a school/early years environment	Level 2 or Level 3 teaching assistant qualification.
	GCSE or equivalent – maths and English	
	Knowledge of relevant policies and procedures	
	Good reading and writing skills	
	Good numeracy skills	
	Knowledge of basic ICT to support learning	
Communication	Ability to use clear language to communicate information unambiguously	
	Ability to listen effectively	
	Ability to overcome communication barriers with children and adults	
Working with children	Behaviour Management: Understand and implement the school's behaviour management policy	
	SEND: 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	
	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	
	Ability to work effectively with a range of adults	
	Know when, how and with whom to share information	

	Ability to follow instructions accurately	
Responsibilities	Good organisational skills	
	Ability to remain calm under pressure	
	Time Management: Ability to manage own time effectively	
	Creativity: Demonstrate creativity and an ability to resolve routine problems independently	
General	Awareness of and commitment to equality	
	Basic understanding of Health & Safety	
	Understand and implement child protection procedures	
	Understand procedures and legislation relating to confidentiality	
	Be prepared to develop and learn in the role	