Hamstel Junior School

Job Description

Position: **Learning Support Assistant**

Grade: **Level 4, Points 4-7**

Hours: **8.35am-3.20pm daily (with 45 minutes break), term time only, 30 hours per week**

Responsible to:

- **Senior Leadership Team including SENDCo**
- **Year group leader**
- **Class Teacher**

Purpose of Job:
This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

The post holder will need to:

Support learning and teaching by:

- Assisting in the educational and social development of pupils, under the direction and guidance of the senior leadership team and class teachers
- Assisting in the implementation of Individual Support Programmes, developing an understanding of the specific needs of students, taking into account the type of teaching and learning support involved and helping to monitor their progress
- Undertake interventions including phonics under the direction of the teacher/year group leader/SENCo.
- Communicating effectively and sensitively with pupils to support their learning.
- Promoting and supporting the inclusion and acceptance of all pupils in the learning activities in which they are involved
- Using positive behaviour management strategies, in line with the school's policy and procedures
- Effectively ensuring equal opportunities, following relevant policies and procedures and addressing issues as they arise, including challenging stereotypical views and challenging bullying or harassment
- Organising and safely managing the learning activities, the physical teaching space and resources for which the postholder has been given responsibility
- Providing support for students inside and outside the classroom to enable them to fully participate in activities
- Demonstrating and promoting the positive values, attitudes and behaviour expectations to the pupils with whom they work.

Supporting the teacher by:

- Supporting teachers in evaluating pupils' progress through a range of assessment activities, e.g. application of standardised tests, marking of pupils' work as agreed with the teacher and accurately recording achievement/progress

- Contributing effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests
- Providing objective and accurate feedback and reports as required to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as required
- Contributing to reviews of children's progress as appropriate
- Liaising with other professionals to ensure an appropriate learning environment
- Setting up, preparing, using and tidying equipment
- Providing clerical/administrative support associated with the above duties and as directed by the teacher, e.g. production of work sheets.

Supporting the school by:

- Displaying pupils' work to reflect their achievement
- Supervising pupils on outings and visits as required
- Assisting with the supervision of pupils through the school day
- Being a proactive member of the school and class team
- Establishing constructive relationships and communicating with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils
- Helping to ensure pupils' equal access to learning and development
- Attending relevant courses and learning activities in order to update and progress knowledge as required.
- Where necessary, undertake First Aid following the appropriate training

Administrative duties:

- Preparing and presenting displays of children's work
- Supporting class teachers in photocopying and other tasks, in order to support teaching
- Undertaking other duties from time to time as the class teacher, SENDCo or Headteacher requires.

Standards and quality assurance:

- Support the aims and ethos of the school, e.g. personal and social and promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and to refer all concerns to the Designated Safeguarding Leads
- Treat all information relating to a pupil as strictly confidential, and be aware of and comply with school policy and practice, receiving training where necessary from the school
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings as appropriate
- Attend training days and training courses as appropriate.

Other duties and responsibilities:

The learning support assistant may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post.

An employee of Portico Academy Trust has a duty to safeguard and promote the welfare of children.

Portico Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All relevant checks will be made and the successful candidate will be required to undertake enhanced DBS checks.