

## **JOB DESCRIPTION**

### **Learning Support Assistant**

Tolleshunt D'Arcy St Nicholas Primary Academy is seeking a committed and enthusiastic Learning Support Assistant who can meet the requirements of the Teaching Assistant Standards. The successful candidate will work collaboratively with teachers and other professionals to support the learning needs of pupils across the school, in line with the School vision and values, and Canonium Learning Trust's purpose and principles.

#### **Benefits**

Our LSA's benefit from National Local Government Terms and Conditions (The NJC Green Book) and will be eligible for a local government pension scheme. Along with all school staff, the successful candidate will be eligible to benefit from a wide variety of discounts and benefits aimed at teachers and support staff working in schools.



## Key Information

<b>Job Title:</b>	Learning Support Assistant
<b>Location:</b>	based at Tolleshunt D'Arcy St Nicholas Primary Academy
<b>Hours:</b>	30 hours per week (Monday to Friday) Term time Only (43.6 weeks per year)
<b>Salary:</b>	Essex Scales 3-5 depending on experience (SCP 5-12) £21,575 - £24,496 - full time equivalent:  <b>Actual Salary (<i>Term Time / Part Time</i>)</b> £14,628 - £16,608
<b>Annual Leave:</b>	5.6 weeks per year

## Key Roles and Responsibilities:

### Pupil Support:

- Develop a deep understanding of the needs of the pupils they work with and establish positive relationships with them.
- Work collaboratively with the teacher and other professionals to deliver outstanding, inclusive, and well-rounded education experience for all.
- Provide feedback to the teacher, following activities that may be used to inform planning and assessment.
- Adhere to the school's policies and procedures to foster positive behaviour under the direction of the class teacher.
- Provide feedback to pupils in relation to their attainment and progress under the guidance of the teacher.
- Assist with the development and implementation of One Plans/EHCPs and provision mapping, where appropriate.
- Support pupils on educational visits as required and ensure their safety and behaviour during playtimes.
- Prepare resources and support learning as directed by the class teacher.
- Attend to pupils' personal needs, including help with social, personal hygiene, welfare, and health matters, including minor first aid.
- Supervise pupils' work and offer support where necessary.
- Monitor the needs and behaviour of pupils and report these to teaching staff where appropriate.
- Assist teaching staff and other TAs with creating and maintaining displays throughout the school.
- Provide new and ongoing support for individuals or groups of pupils who need extra interventions to achieve their potential.
- Work collaboratively with teaching staff, other TAs, and the SENCO to close the attainment gap between individual pupils, groups

### Teaching and Learning:

- Develop a secure knowledge of the learning support needs of individual pupils.
- Identify where pupils are struggling, e.g. engaging with a particular topic, and support them in understanding the information and complete the work.
- Support the use of ICT and computing in learning activities, and develop pupils' competence and independence in its use.
- Undertake activities set by teaching staff with individuals, or groups of pupils, to support pupils' learning.

- Assist teaching staff to implement a variety of teaching strategies that support pupils in achieving their learning goals.
- Assist teaching staff and the SENCO with the creation of individual learning plans for pupils.

General Duties:

- Assist teaching staff to prepare classrooms for lessons and activities.
- Assist with school trips, events, and activities.
- Encourage pupils to interact with others and engage in activities led by teaching staff.
- Attend relevant school meetings as requested by the Head Teacher.
- Respect confidentiality at all times and contribute to the overall ethos and aims of the school.
- Comply with all relevant legislation and school policies, including those relating to safeguarding, health and safety, and data protection.
- Promote inclusion and acceptance of all pupils.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Undertake pupil record keeping as requested, e.g. taking registers.
- Establish and maintain constructive relationships with pupils' parents and deliver pastoral support as required.
- Be a good role model to pupils in terms of behaviour and attitude.
- Provide administrative and clerical support to teaching staff and other TAs regarding lesson planning and resources.

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.

## LEARNING SUPPORT ASSISTANT - Person Specification

	<b>Detail</b>	<b>Examples</b>
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 Completion of DCSF induction programme
	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 & Wellbeing	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