

**HOLY TRINITY C of E PRIMARY SCHOOL**

**EFFRA ROAD, WIMBLEDON, SW19 8PW. 020 8542 1591**

**JOB DESCRIPTION AND PERSON SPECIFICATION**

**Role:** Learning Support Assistant, Reception Class (Initial Contract to 29 March 2018 with possibility of extension)

**Hours:** 17.5 hours per week – Monday to Friday 11.45am to 3.15pm – 38 weeks per annum (excludes INSET days)

**Grade:** ME4, Pt 11-12 £18,357 to £18,375 pro-rata (Approx £7,713 to £7,721)

**Date:** January 2018

**JOB DESCRIPTION**

# Job Purpose

# To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with the individual pupil, in or out of the classroom.

# If the individual pupil is absent, to provide general teaching assistant support to the class teacher and/ or to work in other parts of the school as required by the Headteacher

# Support for the Pupil

* Attend to the pupil’s personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
* Supervise and support the pupil, ensuring their safety and access to learning
* Establish good relationships with the pupil, acting as a role model and being aware of and responding appropriately to the individual pupil’s needs
* Promote the inclusion and acceptance of all pupils
* Encourage the pupil to interact and work co-operatively with others as appropriate
* Encourage the pupil to act independently as appropriate

# Support for Teachers

* Be aware of the pupil’s problems/progress/achievements and report to the teacher as agreed
* Undertake pupil record keeping as requested
* Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage all pupils to take responsibility for their own behaviour
* Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
* Gather/ report information from/ to parents and carers as directed
* Provide admin. support e.g. photocopying, filing, production of worksheets etc. for the individual pupil

# Support for the Curriculum

* Support the pupil to understand instructions
* Implement agreed learning activities/teaching programmes, adjusting activities according to the pupil’s responses/ needs
* Support the use of ICT in learning activities and develop the pupil’s competence and independence in its use

# Support for the School

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals
* Attend relevant meetings as required
* Participate in training and other learning activities and performance development as required
* Accompany teaching staff and pupils on visits, trips and out of school activities as required.

**PERSON SPECIFICATION**

# Experience

Essential

* Experience working in a primary education setting

Desirable

* Experience of a Teaching Assistant or Learning Support Assistant role within a primary school
* Training in relevant strategies e.g. autism, literacy, bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.
* First aid experience

**Skills & Abilities**

Essential

* Ability to relate well to children and adults
* Basic understanding of child development and learning
* Ability to self-evaluate learning needs and actively seek learning opportunities
* Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
* Understanding of and sympathy with the Christian ethos of the school

Desirable

* Can use ICT effectively to support learning
* Use of other equipment technology e.g. digital equipment, photocopier, SMART board
* General understanding of national curriculum
* Working knowledge of relevant polices/ codes of practice and awareness of relevant legislation

**Qualifications**

Essential

* A good level of English and Maths
* NVQ Level 2 for Teaching Assistants or equivalent

Desirable

* GCSE English and Maths grade A\* to C or equivalent
* NVQ Level 3 for Teaching Assistants or equivalent
* First aid certificate

