Job Description

Job Title:	Learning Support Assistant

Role Summary:

- To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Key Tasks and Activities:

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of interventions/Provision maps and assessments.
- Establish constructive relationships with pupils, acting as a role model, and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities and be aware of planning.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
- Provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- 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 and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

Key Skills and Competencies:

- Experience of working with or caring for children of relevant age.
- Good numeracy/literacy skills.
- A minimum of Grade C in English and Maths GCSE
- NVQ 2 for Teaching Assistants or equivalent qualifications or experience.
- Training in the relevant learning strategies e.g. literacy.
- First aid training/training as appropriate.

- Effective use of ICT to support learning.
- Use of other equipment technology – video, photocopier.
- Understanding of relevant polices/codes of practice and awareness of relevant legislation.
- General understanding of national/foundation stage curriculum and other basic learning programmes/strategies.
- Basic understanding of child development and learning.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

Person Specification Form

Post Title	**Learning Support Assistant**

		METHOD OF ASSESSMENT		
		APPLICATION FORM	INTERVIEW	TEST
1.	**ABILITIES**			
•	Previous successful experience of using information and communication technology to support learning.	*		
•	Previous successful experience of operating a range of resources and equipment in a learning environment, including videos, photocopiers.	*		
•	Ability to absorb and understand a wide range of information concerning the functions of the school.		*	
•	Ability to build and form working relationships with pupils, parents/carers and colleagues, to work flexibly across professional and operational boundaries, and to work as a member of a team.		*	
•	Ability to work on own initiative and to prioritise between conflicting demands.		*	
2.	**SKILLS**			
•	Evidence of commitment to continuous learning within a learning environment.	*	*	
•	Verbal and written communication skills appropriate to the need to communicate effectively with a wide range of pupils, teachers/carers.	*		*
•	Numeracy skills appropriate to the learning levels of the target pupil groups.	*		*
•	Good numeracy and literacy skills. Including a grade C in English and Maths GCSE	*		
3.	**KNOWLEDGE**			
•	Knowledge of relevant education policies, procedures and legislation.		*	

• Understanding of basic learning strategies	*	*	
• Understanding of key principles of child development and learning.	*	*	
• Knowledge of national curriculum and other learning initiatives and strategies.		*	

PLEASE NOTE

The method of assessment for each criterion is shown in the right hand columns. The short-listing criteria are indicated by asterisk in the application form column. Short-listing for interview will be based solely on whether the candidate indicates on their application form that they meet these Short-listing Criteria. All mandatory criteria are underlined. The successful candidate must satisfy all of the mandatory criteria, and will normally meet all or most of the other appointment criteria. All candidates must satisfy the Equal Opportunities and Customer Care criteria which are mandatory.