



Guru Nanak Sikh Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

## Job Description

### Learning Support Assistant

Line Manager:

### Job Description

#### PURPOSE OF THE JOB:

To ensure the safety, welfare and good conduct, either individually or as part of a team, of pupils at lunchtimes.

To make a significant contribution to the vision and direction of Guru Nanak Multi Academy Trust where innovation and inspirational learning for all is the core value.

### Responsibilities and Tasks

#### Support for Pupils

- ❖ Attend to the pupil's personal needs and implement related personal programmes, including social, health, hygiene and first aid and welfare matters.
- ❖ Supervise and support pupils ensuring their safety and access to learning.
- ❖ Assist with the development and implementation of Individual Education/ Behavioural Plans (IEP) and Pastoral care plans.
- ❖ Set challenging and demanding expectations and promote self-esteem and independence.
- ❖ Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately 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.
- ❖ Encourage pupils to act independently as appropriate.
- ❖ Provide feedback to pupils in relations to progress and achievement under the guidance of the teacher.

#### Support for the Academy

- ❖ Prepare classroom as directed for the lesson and clear afterwards and assist with display of pupil work.
- ❖ Be aware of pupil problems/progress/achievements and report to the teacher as appropriate.
- ❖ Undertake pupil record keeping as requested.
- ❖ Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- ❖ Gather/report information from/to parents/carers as directed.

- ❖ Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.
- ❖ Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
- ❖ To work under the direction of the Headteacher and to undertake such duties commensurate with the level of post as may be allocated by the Headteacher or his/her appropriate representative

#### **Support for the Curriculum:**

- ❖ Support individual and groups of pupils in respect of local and national learning strategies e.g. literacy, numeracy, Early Years, Key Stage 1 or KS2, as directed by the teacher.
- ❖ Support pupils to understand instructions.
- ❖ Support pupils in using basic ICT as directed, in learning activities and develop pupil's competence and independence in its use.
- ❖ Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their 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.
- ❖ Assist with the supervision of pupils out of lesson times including before and after school.
- ❖ Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- ❖ To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the appropriate person
- ❖ To recognise own strengths and areas of specialist expertise and use these to advise and support others
- ❖ To support the Academy's mission statement, vision and strategic objectives
- ❖ To be responsible for promoting and safeguarding the welfare of children and young persons that the post holder is responsible for or comes into contact with.

#### **General**

- ❖ To undertake any other duties commensurate with the post as may be required by your line manager or the Principal.

#### **Equal Opportunities**

- ❖ The member of staff will at all times carry out the duties and responsibilities of the post

with due regard to the Academy's equal opportunities policies.

**Health & Safety**

- ❖ In addition to the specific responsibilities of this post, every member of staff at Guru Nanak Multi Academy Trust will commit to:
- ❖ Ensuring that the Academy's policies and procedures, in relation to the role, on health and safety are met
- ❖ Taking responsibility for all risk assessments and establish and manage a proactive Health and Safety Service throughout the Academy, in relation to the role.

*This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the Academy as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed.*



## Person Specification

### Learning Support Assistant

1. Knowledge and Experience	Essential	Desirable
Previous experience of working/helping within a school		✓
A First Aid qualification		✓
Basic understanding of child development and learning.		✓
Experience of working with relevant age groups within a learning environment.		✓
2. Skills & Knowledge	Essential	Desirable
The ability to communicate fluently with adults and children in English	✓	
The ability to work as part of a team and work under own initiative	✓	
The ability to follow instructions	✓	
The ability to guide and supervise the children	✓	
3. Personal Qualities	Essential	Desirable
Suitability to work with children	✓	
Enthusiasm, determination and an insistence on high standards	✓	
A sense of humour.	✓	
Excellent attendance and punctuality.	✓	
Willingness to learn new skills and approaches and to share the experience with others.	✓	
Belief in the value of individuals.	✓	
Patient, tolerant, sympathetic and, fair but firm	✓	
Enjoy being with children	✓	
Hardworking and conscientious	✓	
A willingness to be flexible	✓	
A respect for confidentiality	✓	