

The People Department

Downsview Primary School

Learning Support Assistant (Level 3)

Role Profile and Person Specification

September 2017

DOWNSVIEW PRIMARY SCHOOL

Role Profile

Job Title: Learning Support Assistant (Level 3)

Department: People

Division: Academic

Grade Range: Grade 5 - Scp 23 - 25

Hours: Various

Location: Downsview Primary School

Reports to: Headteacher

Responsible for:

Role Purpose and Role Dimensions:

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities.

Commitment to Diversity:

As a member of the School Team to take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also, to commit to continually developing personal understanding of diversity.

Key External Contacts:

Local authority officers at all levels
External food suppliers/School Caterer
Social Services
Visitors

Key Internal Contacts:

Headship Team
School staff at all levels
Parents/Carers
Pupils

Financial Dimensions:

None

Key Areas for Decision Making:

Other Considerations:

Key Accountabilities and Result Areas:

Support for Pupils

Key Elements:

This will involve:

Core Duties

- Using specialist (curricular/learning) skills/training/experience to support pupils.
- Supporting pupils consistently whilst recognising and responding to their individual needs.
- The post involves midday meal supervision each day.

Additional Duties

- Assisting with the development and implementation of IEPs.
- Establishing productive working relationships with pupils, acting as a role model and setting high expectations.
- Promoting the inclusion and acceptance of all pupils within the classroom.
- Encouraging pupils to interact and work co-operatively with others and engaging all pupils in activities.
- Promoting independence and employ strategies to recognise and reward achievement of self-reliance.
- Providing feedback to pupils in relation to progress and achievement.
- Ensure that the meal arrangements comply with all school policies and provide a safe environment for pupils, including those with special needs.
- Support pupils in meal arrangements.
- Ensure that the pupils move through school quietly and behave in an orderly way throughout the school.
- Teach games and implement positive behaviour in the playground (follow the appropriate policy).
- Be aware of any pupils with special needs who may need extra awareness in the playground or at lunch.
- Supervise a class while they play classroom games, draw or finish school work, including reading stories or playing games.

Support for the Teacher

This will involve:

Core Duties

- Working with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitoring and evaluating pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- 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.

Additional Duties

- Working with the teacher to establish an appropriate learning environment.
- Being responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertaking marking of pupils' work and accurately recording achievement/progress.
- Promoting positive values, attitudes and positive pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.
- Liaising sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
- Administering and assessing routine tests and invigilate exams/tests.
- Providing general clerical/admin. support e.g. administer classwork, producing worksheets for agreed activities etc.

Key Accountabilities and Result Areas:

Support for the Curriculum

Key Elements:

This will involve:

Core Duties

- Implementing agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.

Additional Duties

- Implementing local and national learning strategies e.g. literacy, numeracy, early years, KS1 and KS2 and making effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Supporting the use of ICT in learning activities and developing pupils' competence and independence in its use.
- Helping pupils to access learning activities through specialist support.
- Determining the need for, preparing and maintaining general and specialist equipment and resources.

Support for the School

This will involve:

Core Duties

- Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attending and participating in regular meetings.
- Recognising own strengths and areas of expertise and use these to advise and support others.
- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.

Additional Duties

- Contributing to the overall ethos/work/aims of the school.
- Be punctual and reliable.
- Participating in training and other learning activities as required.
- Providing appropriate guidance and supervision and assisting in the training and development of staff as appropriate.
- Undertaking planned supervision of pupils' out of school hours learning activities.
- Supervising pupils on visits, trips and out of school activities as required.
- Ensure the playground equipment is used and stored properly
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Report any medical or behavioural issues to the class teacher, as required during transition from break time to the classroom.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time

Key Accountabilities and Result Areas:

Green Statement

Key Elements:

This will involve:

- Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council's Green Commitment. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

Data Protection

This will involve:

- Being aware of the Council's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- Maintaining client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

Confidentiality

This will involve:

- Being expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities

This will involve:

- The Council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.
- Ensure that everyone (adults and pupils) is treated with respect and that equality of opportunity is given to all.

Customer Care

This will involve:

- Ability to demonstrate a commitment to the Council's Customer Care Policy.

Health and Safety

This will involve:

- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the School Team

This will involve:

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Championing the professional integrity of the School Service
- Supporting, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions

Person Specification

Job Title:

Learning Support Assistant – Supporting and Delivering Learning (Level 3)

Essential knowledge:

- NVQ 3 for Teaching Assistants or equivalent qualification or experience.
- Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.
- Appropriate first aid training.
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.
- Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies.
- Understanding of principles of child development and learning processes.

Essential skills and abilities:

- Very good numeracy/literacy skills.
- Can use ICT effectively to support learning.
- Use of other equipment technology –mobile technologies and photocopier.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Demonstrating reliability and punctuality in the workplace setting.
- 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.
- Excellent communication skills together with the ability to communicate fluently in English to fulfil the requirements of the post.
- Be articulate, able to communicate effectively and accurately in oral and written form.

Essential experience:

- Experience working with and caring for children of relevant age.

Special conditions:

- Appointments subject to completion of successful enhanced DBS check.