**MAGHULL HIGH SCHOOL**

**JOB DESCRIPTION**

**Post: Learning Support Assistant (Level 1)**

**Scale:**  **LGPS Grade C,**

**Point:** **SCP 11 – 13 £15807 - £16491 per annum (pro-rata)**

**Responsible to:** SENDCO

**Responsible for:** Physical Needs

**Job Purpose**: Working under the instruction and guidance of the SENDCO and in collaboration with class teachers, the post holder will enable students with physical needs to access the curriculum and whole school environment whilst promoting independence.

**Main Duties:**

**Support for the pupil:**

* Establish good working relationships with pupils, acting as a role model
* Be aware of and respond appropriately to individual pupil needs inclusive of personal care and physical assistance
* Promote 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 specific support to pupils dependent upon their individual needs ensuring their safety whilst supporting access to learning activities
* Promote self-esteem and independence

**In partnership with the teacher:**

* Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
* In liaison with the teacher, utilise strategies to support pupils in achieving learning goals
* Report pupil achievements, progress and issues as appropriate in agreed format
* Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
* Undertake pupil record keeping as requested to inform the SENDCO of progress

**Support for the curriculum:**

* Undertake structured and agreed learning activities / learning programmes, taking into consideration pupil learning styles
* Undertake literacy / numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for 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

**Support for the School:**

* Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the school ethos, aims and development / improvement plan
* Appreciate and support the role of other professionals
* Attend relevant meetings as required
* Participate in training and other learning activities as required
* Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours
* Accompany teaching staff and pupils on visits, trips and out of school activities as required

**The post holder should expect to contribute where appropriate to the support of the physical needs students. In addition to this they will be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Teaching Assistant)**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Director of Inclusion)**

MAGHULL HIGH SCHOOL

### PERSON SPECIFICATION

# **Post:** Teaching Assistant (Level 1)

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|  | **Essential (E)**  **or**  **Desirable (D)** |
| Skills  * Ability to work effectively within a team environment, understanding classroom roles and responsibilities * Ability to build effective working relationships with all pupils and colleagues * Ability to promote a positive ethos and role model positive attributes * Good personal numeracy and literacy skills | **E**  **E**  **E**  **E** |
| Knowledge and Understanding  * Awareness and basic understanding of school curriculum (with specified age range or subject area) * Basic awareness of inclusion, especially within a school setting * Understanding of basic technology – computer, video, photocopier * Experience of working with and/or caring for children (with specified age range) * Above within an educational setting | **E**  **E**  **D**  **E**  **D** |
| Qualifications and Training  * Requirement to complete DfES Teacher Assistant Induction Programme * Willingness to participate in relevant training and development opportunities * Willingness to undertake appointed person certificate in first aid administration | **E**  **E**  **D** |
| Professional Values and Practice Must be able to demonstrate the following:   * High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements * Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners * Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work * Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice * Able to liaise sensitively and effectively with parents and carers, recognising role in pupils’ learning * Able to improve their own practice through observations, evaluation and discussion with colleagues |  |