

TITLE OF POST:	Learning Support Assistant
GRADE:	Scale 3 Point 5
DATE OF APPOINTMENT:	As soon as possible
LINE MANAGER:	Year Group Leader
HOURS:	36 hours per week, 5 days per week Plus 5 development days each academic year

PURPOSE OF JOB:

Initially this role would be to work within our beautiful Nursery setting. The setting has a large Nursery classroom and outside garden. The Early Years was recently awarded 'An Area of Excellence,' from a Challenge Partner review for the approach taken towards child development.

To work under the instruction and guidance of teaching staff to undertake work, care and support to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.

JOB DESCRIPTION:

1. Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
2. Be prepared to supervise whole classes occasionally during the short-term absence of teachers
3. Assist with the development and implementation of Individual Education /Behaviour Plans and Personal Care programmes.
4. Attend to the pupil's personal needs and implement related personal programmes, including social, health, physical, hygiene and first aid and welfare matters.
5. Supervise and support pupils ensuring their safety and access to learning.
6. Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
7. Promote the inclusion and acceptance of all pupils.
8. Encourage pupils to interact with others and engage in activities led by the teacher.
9. Set challenging and demanding expectations and promote self-esteem and independence.
10. Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.

Support for Teachers:

1. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
2. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
3. Meet regularly with the teacher to establish role and strategies
4. Assist with the planning of learning activities.
5. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
6. Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.

7. 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.
8. Establish constructive relationships with parents/carers.
9. Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
10. Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.

Support for the Curriculum:

1. Assist in the preparation and development of agreed curriculum activities.
2. Undertake programmes linked to local and national learning strategies e.g. literacy and numeracy, recording achievement and progress and feeding back to the teacher.
3. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
4. 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:

1. 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.
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos/work/aims of the school.
4. Appreciate and support the role of other professionals.
5. Attend relevant meetings and take minutes as required.
6. Participate in training and other learning activities and performance development as required.
7. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes. 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 a teacher.

General:

1. Participate in general responsibilities of all staff. To promote the school through an efficient and effective delivery of the role.
2. The post holder will be expected to undertake such tasks as are commensurate with the position and on the direction of the Head Teacher.
4. Participate in appropriate training to support the fulfilment of the role and/or its further development.

PERSON SPECIFICATION

1. Experience of working with relevant age groups within a learning environment
2. Good numeracy and literacy skills (essential)
3. NVQ Level 2 or 3 for Learning Support Assistants or equivalent qualifications or experience
4. A willingness for relevant training in learning strategies e.g. literacy
5. First aid training (desirable)
6. Effective use of ICT to support learning
7. Use of other equipment and technology to support learning.
8. Understanding of relevant policies/codes of practice and awareness of relevant legislation.
9. General understanding of the national curriculum or Early Years curriculum and other basic learning programmes/strategies
10. Basic understanding of child development and learning ability to relate well to children and adults.
11. Able to work constructively as part of a team, understanding classroom roles and responsibilities.