



Guru Nanak Sikh Multi Academy Trust

“We are here to help our students acquire skills and knowledge to achieve what they aspire to do.”

Aspire ~ Acquire ~ Achieve

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

Job Description

PURPOSE OF THE JOB:

To work under the guidance/instruction of teaching 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.

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

Key Functions:

1. Work with individuals or small groups of pupils under the direction of teaching staff
2. Support pupils with activities which support literacy, numeracy and other skills

The main responsibilities of the post are to:

1. Supervise and assist individual/small groups of pupils in activities set by teachers or by the LSA with teacher guidance
2. Supervise whole classes for short periods of time
3. Take into account the pupils' Special Educational Needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials and use of data
4. Build and maintain successful relationships with pupils, treat them consistently, with respect and consideration
5. Help reinforce and promote independent learning and social skills by supporting pupils in groups
6. Assist pupils with physical needs
7. Help pupils record work in an appropriate way and to develop study and organisational skills
8. Keep the pupils on task and to build motivation by modelling good practice
9. Build the pupils' confidence and enhance self-esteem and actively seek to promote the academic, social and emotional welfare of pupils
10. Implement behavior management policies in accordance with guidance provided by

the teacher

11. Attend formal and informal meetings with teachers to contribute to planning lessons / activities
12. Prepare materials and resources
13. Work on differentiated activities with identified groups
14. Prepare pupils beforehand for a task
15. Take every opportunity to develop pupils' language, reading, mathematics and related skills as directed by teachers
16. Support the teacher in implementing specific teaching programmes
17. To assist the teacher in setting appropriate learning and behaviour expectations of pupils and supporting pupils appropriately to achieve these
18. Supervise practical tasks
19. Carry out structured classroom assessment /observation and feedback outcomes
20. To be involved in keeping records and evaluating identified pupils' progress
21. Support the use of ICT in the classroom and develop pupils' competence and independence in its use
16. Implement planned learning activities/ teaching programmes as agreed with the teacher, adjusting activities according to pupils responses as appropriate
17. Promote positive pupil behaviour in line with school policies and help keep pupils on task
18. Interact with, and support pupils, according to individual needs and skills
19. Promote the inclusion and acceptance of children with Special Educational Needs within the classroom ensuring access to lessons and their contents through appropriate clarification, explanation and resources
20. In the presence of the teacher, present agreed learning tasks in a clear and stimulating manner to help maintain pupils interest and motivation; to work with pupils individually and collectively by contributing to decisions about the most appropriate learning goals and strategies
21. To participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
22. Monitor and record pupil activities as appropriate writing records and reports as required
23. To support learning by arranging /providing resources for lessons/ activities under the direction of the teacher
24. Assist with the development and implementation of support plans
25. To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities
26. Build and maintain close and secure relationships with pupils, attending to and ensuring the case, health and welfare of children at all time.
27. To assist with escorting pupils on educational visits
28. Ensure the inclusion of all children, including those with EAL and support individual children who find it difficult to form relationships
29. Help keep children on task by giving them individual attention where necessary and help them to become successful learners
30. Assist pupils with their personal hygiene needs
31. Deliver intervention programmes where necessary
32. Attend relevant school meetings as required
33. To respect confidentiality at all times
34. Share the academy's commitment to safeguarding and promoting the welfare of all young people
35. Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

General

1. To undertake any other duties commensurate with the post as may be required by your line manager or the Assistant / Vice Principal.
2. Working hours will be 8.15am – 15.20pm with a 30 minute unpaid lunch break.

Equal Opportunities

1. 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:

1. Ensuring that the Academy's policies and procedures, in relation to the role, on health and safety are met
2. 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 | ✓ | |
| Understanding of safeguarding | ✓ | |
| 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 | ✓ | |