



**Mill Green
School**

Mill Green School

Job Description: Learning Assistant (Level 2)

Mill Green School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

| | |
|-----------------------|---|
| Role: | Learning Assistant Level 2 |
| Remuneration: | SCP3 + SEN1 |
| Contract type: | Term time plus 5, working 32.5 hours per week. |
| Reporting to: | The Headteacher and Senior Leadership Team |
| Liaising with: | The Headteacher, Deputy Headteacher and Senior Leadership Team, Middle Management Team, Teaching Staff, HLTAs |

Main purpose

To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques.

Duties and responsibilities

Support for Young People

- Establish good working relationships with pupils, acting as a role model and setting high expectations
- Be aware of and respond appropriately to individual young people needs ensuring effective interaction
- Provide specific support to young people dependent upon their individual needs ensuring their safety whilst supporting access to learning activities
- Promote inclusion and acceptance of all young people
- Encourage pupils to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence
- Provide feedback to young people in relation to progress and achievement under the guidance and direction of the teacher
- To provide one to one support in either a care/special needs capacity for individual young people, as directed by the teacher

Support for the Teacher

- Provide clerical/administration support (e.g. photocopying, typing, filing, data input, collecting money etc.)
- Assist with the display of young people's work

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- In liaison with the teacher, utilise strategies to support young people in achieving learning goals
- Report pupil achievement, progress and issues as appropriate in agreed format
- Undertake young person record keeping as requested
- Administer routine tests and invigilate exams
- Promote good young person behaviour, dealing with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
- Establish constructive relationships with parents/carers and communicate information as required

Supporting the Curriculum

- Undertake structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles, including small group work
- 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 young persons competence and independence in its use
- Prepare, maintain levels and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

Support for Mill Green 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
- Have an awareness of and support the role of other colleagues
- 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

Extended Service Activities (Breakfast / After School / Club Care)

- Close liaison with parents, school and other childcare and play related agencies.
- Provide a variety of appropriate play opportunities for children some of whom may require special attention and/or will have come from various racial, cultural and religious backgrounds.
- Lead groups of children in specific sport, game craft and learning activities. Manage behaviour and adapt the activity to meet the needs of groups or individuals. Assist with preparing for activities.
- Assist with the evaluation events and activities and contribute to the development of the service including making recommendations for change and development of the activities.
- Supervise children to ensure safe use of equipment and facility without endangering themselves or other users.

- Maintain play environments to the appropriate health and safety standards and ensure its suitability for the users. Contribute to the corporate responsibility for continuously checking that premises, fences, gates etc. are safe, and in good repair, reporting defects promptly.
- To participate in the planning of activities and trips.
- Ensure the overall quality of the play/care environment is maintained and always appears welcoming to the users.
- Ensure the delivery of creative play opportunities in a safe and caring environment.
- Provide safe, creative appropriate play opportunities, prepare activities, organise the programme and so on.
- Encourage parental involvement and support of the club.
- Liaison with parents, schools and other childcare and play related agencies
- All duties contained in the Council play worker job description if not detailed above

Other areas of responsibility

- High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements
- To be responsible for improving your own practice through observation, evaluation and discussion
- To comply with the Mill Green School and St Helens Council's Data Protection Policy / legal requirements and School policies and procedures and Code of Practice within the service area of the post.
- The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
- To comply with Mill Green School and St Helens Council's Health and Safety Policy and associated safe working procedures and guidelines.
- To comply with Mill Green School and St Helens Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
- Mill Green School and St Helens Council are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position and content of the job at the present time only and may be reviewed in negotiation with the employee in the future.

The governing body is committed to safeguarding and promoting the welfare of children and young people. The Learning Assistant (Level 2) must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection. Appointment is conditional upon receipt of satisfactory Disclosure and Barring Service (DBS) checks in relation to criminal and child protection matters.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: September 2022

Next review date: September 2023

Line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____

Mill Green School

Person Specification / Selection Criteria: Learning Assistant (Level 2)

[A] TRAINING AND QUALIFICATIONS

| | <i>Essential</i> | <i>Desirable</i> | <i>Assessed by</i> A – Application I – Interview O - Observation R – References |
|---|------------------|------------------|---|
| NVQ II or equivalent in teaching assistance | | ✓ | A |
| Willingness to participate in relevant training and development opportunities | ✓ | | A |
| Training in literacy/numeracy | | ✓ | A |
| Training in Special Educational Needs strategies | | ✓ | A |
| Willingness to undertake appointed person certificate in first aid administration | ✓ | | A/R/I |
| Specialist knowledge of working with learners with PMLD/SLD or ASD | | ✓ | A/I |

[B] KNOWLEDGE

| | <i>Essential</i> | <i>Desirable</i> | <i>Assessed by</i> |
|--|------------------|------------------|--------------------|
| Understanding and working knowledge of the national curriculum and other learning programmes (within specified age range/subject area) e.g. knowledge of core subject areas etc. | ✓ | | A/R |
| Working knowledge and understanding of principles of child development, learning styles and independent learning | ✓ | | A/R |
| Working knowledge of relevant policies/codes of practice/legislation | ✓ | | A/R |
| Understanding of inclusion, especially within a school setting | ✓ | | A/R/I |
| Experience of resources preparation to support learning programmes | ✓ | | A/R/I |

[C] SKILLS AND ABILITIES

| | <i>Essential</i> | <i>Desirable</i> | <i>Assessed by</i> |
|--|------------------|------------------|--------------------|
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| | <i>l</i> | | |
| Ability to work effectively within a team environment, understanding classroom roles and responsibilities | ✓ | | A/R |
| Ability to build and maintain effective working relationships with all pupils and colleagues | ✓ | | A/R |
| Ability to promote a positive ethos and role model positive attitudes | ✓ | | A/R/I/O |
| Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate | ✓ | | A//I/O |
| Ability to promote the positive values, attitudes and behaviour that are expected from the pupils with whom they work in accordance with the schools aims | ✓ | | A//I/O |
| Able to liaise sensitively and effectively with parents and carers recognising the role in pupils' learning | ✓ | | A//I/O |
| Excellent numeracy and literacy skills as required | ✓ | | A//I/O |
| Ability to undertake structured and agreed learning activities | ✓ | | A//I/O |
| Ability to undertake clerical/administrative duties and provide support as required | ✓ | | A//I/O |
| The ability to prepare and organise a range of resources to support learning programmes | | ✓ | A//I/O |
| Effective use of ICT to support learning | | ✓ | A//I/O |
| Must be able to demonstrate all of the following: Ability to understand, build and maintain successful relationships with pupils and colleagues, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners. | ✓ | | A//I/O |

[D] PROFESSIONAL VALUES AND PRACTICE

| | <i>Essential</i> | <i>Desirable</i> | <i>Assessed by</i> |
|---|------------------|------------------|--------------------|
| High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements | ✓ | | A/I/R/O |
| Ability to build and maintain successful relationships with pupils, treat them consistency, with respect and consideration, and demonstrate concern for their development as learners | ✓ | | A/I/R |
| Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work | ✓ | | A/I/R |
| Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice | ✓ | | A/I/R |

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|---|---|--|-----|
| Able to liaise sensitively and effectively with parents and carers recognising role in pupils' learning | ✓ | | A/R |
| Able to improve their own practice through observations, evaluation and discussion with colleagues | ✓ | | A/R |

[D] OTHER CIRCUMSTANCES

| | <i>Essential</i> | <i>Desirable</i> | <i>Assessed by</i> |
|--|------------------|------------------|--------------------|
| An ability to fulfil all spoken aspects of the role with confidence through the medium of English | ✓ | | I/O |
| Relevant experience of working with and/or caring for children within a specified age range/subject area | ✓ | | A//I/O |
| Above within an educational setting | | ✓ | A//I/O |