

## **Job Description**

**Job Title:** Learning Support Assistant

**Location:** Plumberow Primary Academy

**Reports to:** Class Teacher/ Head Teacher

## **Purpose of the Role:**

To provide support to individual children or a small group under the direction of the teaching staff.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

## **Responsibilities:**

### **Main Duties Learning Support Assistant:**

- Working with individual children or a small group under the direction of the teaching staff
- Establish positive relationships with the pupils supported
- Implement planned learning objectives/teaching programmes as agreed with the class teacher, adjusting activities according to the pupils response
- Support the pupils with activities which support Literacy and Numeracy skills
- Support the use of ICT in the classroom/ICT suite and develop the pupils' competence and independence in its use
- Promote positive pupil behaviour in line with school policies and help keep pupils on task
- Interact with and support the pupils, according to individual needs and skills
- Promote the inclusion and acceptance of any child with special needs within the classroom, ensuring access to lessons and their content through appropriate clarification, explanation and resources
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour

## **Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

## **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

### **Equality, Equity, Diversity and Inclusion**

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

**Person Specification**

**Job Title: Learning Support Assistant**

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>● Excellent maths and English written and oral skills</li> <li>● NVQ 3 for Teaching Assistants or equivalent qualification or experience</li> </ul>	<ul style="list-style-type: none"> <li>● Appropriate first aid training</li> </ul>
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>● Experience working with children of relevant age</li> <li>● Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> <li>● Understanding of principles of child development and learning processes</li> <li>● Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>● Work constructively as part of a team, understanding classroom roles and responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>●</li> </ul>



		and your own position within these	
<b>Skills</b>	Line management responsibilities (No.)	<ul style="list-style-type: none"> <li>• n/a</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>
	Forward and strategic planning	<ul style="list-style-type: none"> <li>• n/a</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>
	Budget (size and responsibilities)	<ul style="list-style-type: none"> <li>• n/a</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>
	Abilities	<ul style="list-style-type: none"> <li>• Can use ICT effectively to support learning</li> <li>• Ability to work in a team</li> <li>• Flexibility to support pupils across the school as required</li> <li>• Strong written and oral communication skills</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	Values	<ul style="list-style-type: none"> <li>• Ability to demonstrate, understand and apply our values               <ul style="list-style-type: none"> <li>○ Be unusually brave</li> <li>○ Discover what's possible</li> <li>○ Push the limits</li> <li>○ Be big hearted</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Special Requirements</b>		<ul style="list-style-type: none"> <li>• Successful candidate will</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>





		<p>be subject to an enhanced Disclosure and Barring Service Check</p> <ul style="list-style-type: none"><li>• Right to work in the UK</li><li>• Show a commitment to promoting the welfare and safeguarding of children and young people</li><li>• Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children &amp; young people and staff</li></ul>	
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