



Job Title: Learning Support Assistant
Grade: Scale 3: Points 4 to 5 (30 hours per week)
Reports to: SENDco
Liases with: Teaching staff, support staff, Headteacher, pupils.

Job Description

Job Purpose

- To work in partnership with SENDCo and class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.

Principal Accountabilities

- Working with individuals or small groups of children under the direction of SENDCo.
- Support pupils with activities which support literacy and numeracy skills

Duties

- Establish positive relationships with pupils supported
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Promote positive pupil behaviour in line with school policies and help keep pupils on task
- Interact with, and support pupils, according to individual needs and skills
- Promote the inclusion and acceptance of children 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
- Monitor and record pupil activities as appropriate writing records and reports as required
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- To support learning by arranging/providing resources for lessons/activities under the direction of the teacher
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- Assist with the development and implementation of IEPs
- To attend to pupils' personal needs including help with social, welfare, physical and health matters, including minor first aid.
- To assist with the preparation, maintenance and control of stocks of materials and resources

- Liaise with other staff and provide information about pupils as appropriate



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- To supervise pupils for limited and specified periods including break-times when the post holder should facilitate games and activities
- To assist with escorting pupils on educational visits
- To act as scribes or readers for pupils with exam access arrangements.

General

- To understand and apply school policies in relation to health, safety and welfare
- Attend relevant training and take responsibility for own development
- Attend relevant school meetings as required
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out the appropriate duties within the context of the job, skills and grade.

Person Specification

Qualifications & Experience

Specific Qualifications and Experience

- Successful experience working with children in a school/early years' environment
- Educated to NVQ Level 2 in learning support or equivalent qualification/experience
- Completion of DCSF induction programme

Knowledge of relevant policies and procedures

- Basic knowledge of First Aid and understanding of the School

Literacy

- Good reading and writing skills.
- Educated to Level 2 or equivalent.

Numeracy

- Good numeracy skills.
- Educated to Level 2 or equivalent.

Technology

- Knowledge of basic ICT to support learning

Communication

- **Written:** Ability to write basic reports
- **Verbal:** Ability to use clear language to communicate information unambiguously
- Ability to listen effectively
- **Languages:** Overcome communication barriers with children and adults
- **Negotiating:** Consult with children and their families and carers and other adults

Working with Children

Behaviour Management

- Understand and implement the school's Behaviour Management Policy

SEN

- Ability to understand and support children with developmental difficulty or disability

Curriculum

- Good understanding of the school curriculum
- Knowledge of literacy / numeracy strategies

Child Development

- Good understanding of the general aspect of child development
- Ability to assess progress and performance

Health & Wellbeing

- Understand and support the importance of physical and emotional wellbeing

Working with Others

Working with partners

- Understand the role of others working in and with the school
- Understand and value the role of parents and carers in supporting children

Relationships

- Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults

Team work

- Ability to work effectively with a range of adults

Information

- Know when, how and with whom to share information
- Ability to follow instructions accurately

Responsibilities

Organisational Skills

- Good organisational skills
- Ability to remain calm under pressure

Line Management

- Ability to support the work of volunteers and other teaching assistants in the classroom

Time Management

- Ability to manage own time effectively

Creativity

- Demonstrate creativity and an ability to resolve routine problems independently

General

Equalities

- Awareness of and commitment to equality

Health & Safety

- Basic understanding of Health & Safety

Child Protection

- Understand and implement child protection procedures

Confidentiality/Data Protection

- Understand procedures and legislation relating to confidentiality

CPD

- Be prepared to develop and learn in the role