

THE HOWARD PARTNERSHIP TRUST
Kenyngton Manor Primary School

LEARNING SUPPORT ASSISTANT JOB PROFILE

Grade	Job Title	Capsule job profile	Competencies	Qualifications, Training and Development
S3 £10,875-£12,301pa pro rata (£15,308-£17,316pa FTE)	Learning Support Assistant 30 hours per week/39 weeks per year	<p>Reports to either the Inclusion Teacher or Class Teacher throughout EYFS, KS1 or KS2.</p> <p>Directly responsible for no other staff members.</p> <p>Provide support and assist in the educational and social development of pupils.</p> <p>Deliver specified work to individuals, groups and whole classes as determined by the HOS in accordance with The Education (Specified Work and Registration) (England) Regulations 2003.</p> <p>Develop and use specialist skills, in for example, literacy, numeracy or science, to contribute to pupil learning.</p> <p>Assist with planning, preparation and development of work programmes for individuals and groups of pupils and prepare resources to support learning activities.</p> <p>Assist in the implementation of IEPs for pupils and monitor their progress.</p> <p>Discuss with the teacher and contribute to curriculum and classroom planning. Monitor and evaluate pupil progress and report to the class teacher.</p> <p>As a key worker take responsibility for the daily monitoring and reporting on pupils on IEP.</p> <p>Work as part of a team to ensure that the well being, social and personal development of pupils enhances learning opportunities and life skills.</p> <p>Work with other professionals, e.g. speech therapists, external counsellors, as necessary under guidance from line manager.</p> <p>Organise and maintain the learning environment and take responsibility for specific aspects of class organisation and administration such as pupil's work or displays.</p> <p>Contribute and develop extra-curricular activities for pupils during break and lunch time as required.</p> <p>To participate in the supervision of pupils during break and lunch time as appropriate.</p>	<p>Post holders should demonstrate the competencies identified from the list below:</p> <ul style="list-style-type: none"> • Able to plan learning activities to suit pupil ability • Develop specific knowledge and expertise to work with groups of pupils to deliver aspects of the curriculum • Plan and organise learning activities for pupils • Prepare resources for teaching and learning activities • Contribute to discussion on curriculum delivery and classroom planning • Think through, recommend and implement strategies to enhance pupil learning • Plan and organise own work schedule with ability to prioritise • Able to work as part of a team or on their own initiative • Excellent interpersonal skills both written and oral • Uphold and support the School's policies and procedures on the safeguarding of young people • Be supportive of other colleagues 	<p>Good education to GCSE level in English. Maths and Science or equivalent – Grade C and above or equivalent.</p> <p>Note: Post holders who do not have GCSE Maths and English Grade A – C or an equivalent stand-alone qualification at NVQ Level 2 in Literacy and Numeracy, should be encouraged to study and gain the Adult Skills qualifications in Literacy and Numeracy at NVQ Level 2.</p> <p>Training and Development may include:</p> <ul style="list-style-type: none"> • Induction Training • On Job Training • Safeguarding Training • Advanced Literacy Support • Behaviour difficulties/SEN • ADHD/speech and language EAL OT • Familiarisation with college policies and practice • Support Staff Performance Management Programme <p>Courses leading to qualifications include:</p> <ul style="list-style-type: none"> • Foundation Certificate of Professional Practice for Teaching Assistants • Teaching Assistant/Learning Support Qualification at NVQ Level 2/3

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		<p>To participate in relevant staff development activities.</p> <p>Understand and assist in interpreting school policies.</p> <p>Provide information and advice in relation to progress, achievement, behaviour and attendance to enable pupils to make choices about their own learning, behaviour and attendance and the consequences of their actions.</p> <p>Attend team and staff meetings as required.</p> <p>To perform other reasonable duties in line with the school's job profile.</p> <p>Be pro-active in matters relating to health and safety.</p> <p>Maintain confidentiality in and outside the workplace with particular regard to data on the school's computer systems.</p> <p>Support aims and ethos of the School, setting a good example in terms of dress, behaviour, punctuality and attendance.</p>		<p>Post holder should demonstrate a commitment to on-going professional development</p> <p>The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS)</p> <p>We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment</p>
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