



Learning Support Assistant- Job Description and Person Specification

Salary: Scale 3, point 5 (Pro-Rata)

Hours: 28 hours per week, Term Time Only, Fixed Term Contract until August 31st 2020

Job Description

Reports to: Assistant Headteacher, Early years Lead/SENCO

A unique opportunity for an experienced Learning Support Assistant to join a new and growing Outstanding school in Richmond.

Our ideal candidate will be able to deliver inspirational learning experiences in a stimulating environment and be committed to excellence, inclusion and challenge.

We are looking for a part time highly motivated Learning Support Assistant to support the needs of a student with Educational Health Care Plans in mainstream class. This will be term time only and fixed term for one year.

PURPOSE OF JOB

To work under supervision, direction and guidance of the teaching/senior staff. Assisting the teacher in the overall delivery of the Curriculum and undertake work/care/support programmes to enable access to learning for all pupils and the teacher in the management of pupils in the classroom. Implementing the objectives from the Educational Health Care Plan for the individual pupil.

Work may be carried out in the classroom or outside the main teaching area.

DUTIES & RESPONSIBILITIES

Teaching Support

To undertake duties in accordance with school practices and procedures, ensuring the job holder actively upholds and promotes the philosophies of the school.

To work under the direction of the class teacher ensuring that progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for pupils.

Under the guidance of the teacher, supervise activities and assist with the general management and control of pupils in school.

Under the direction of the teacher provide one to one support to pupils or working with small groups of pupils on pre-planned activities, to reinforce the teachers approach.

To ensure that progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for pupils.

To provide basic clerical duties where required e.g. Photocopying, filing etc.

Under the guidance of the teacher ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.

To participate in and assist in supervision of educational visits, in conjunction with the teacher/line manager.

As directed by the teacher to promote good pupil behaviour, dealing promptly with conduct and incidents in line with established policy and encourage pupils to take responsibility of their own behaviour.

To undertake relevant training and development as required and be involved in ongoing development reviews of skills and competencies.

Pupil Support

To provide support and guidance under the direction of the teacher on a one to one basis or to small groups of pupils.

To actively encourage the inclusion of all pupils to participate in the life and activities of the school and access the national curriculum to the best of their ability.

To provide individual assistance or assistance within groups through implementing behaviour plans, Individual Education Plans and teaching strategies to maximise their achievements.

To contribute to plans, reviews and evaluations of pupils by monitoring and recording pupils' progress and attendance at meetings as required.

To provide lunchtime cover as required.

General

As part of your wider duties and responsibilities you are required to promote and actively support the School's/LA's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have.