

## LAUREL LANE PRIMARY SCHOOL

### Job Description

#### Learning Support Assistant – Early Years

##### **Purpose of role**

- To work under the direct instruction/guidance of teaching staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.
- To complete interventions for pupils under guidance of the SENDCO and Inclusion Manager.

##### **Support for Pupils:**

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Attend to the pupil's personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters where applicable.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.

##### **Support for Teachers:**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.

##### **Support for the curriculum:**

- Assist in the preparation and development of agreed curriculum activities.
- Lead a phonics group daily.
- Support learning of pupils in line with the National curriculum.

- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

#### **Support for the school:**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils during break times.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher.

#### **Safeguarding**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Knowing and understanding your responsibilities for the safeguarding of children and following safeguarding procedures of the school.

### **Person Specification**

#### **Qualifications and Experience**

- Experience of working with relevant age groups within a learning environment.
- Good numeracy and literacy skills.
- NVQ2 for Teaching Assistants (desired).
- First Aid Training (desired).

#### **Knowledge and Understanding:**

- Effective use of ICT to support learning.
- Use of other equipment and technology to support learning – video, photocopier etc.
- Understanding of relevant policies/codes of practice and awareness of relevant legislation.
- General understanding of national/foundation stage curriculum and other basic learning programmes/strategies
- Basic understanding of child development and learning.
- Ability to relate well to children and adults.
- Able to work constructively as part of a team, understanding classroom roles and responsibilities.

#### **Personal Qualities:**

- Professional at all times
- Flexible, enthusiastic and organised
- Good sense of humour
- Commitment and aim for professional development
- An interest in children as individuals.
- Good communication skills.

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