



Biggin Hill Primary School

Old Tye Avenue, Biggin Hill, Kent. TN16 3LY

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Headteacher: Kate Lawrence

Learning Support Assistant - January 2025

Job Description

- Work under the instruction/guidance of the SENCo to undertake education/pastoral/support programmes,
- Support all pupils to access learning, including those with special educational needs.
- Establish constructive relationships to support progress.
- Contribute to and follow Individual Education/Behaviour Plans.
- Create engaging learning environments for all children.
- Prepare, maintain and use resources required to meet lesson objectives, proactively adapting steps where necessary, offering feedback to support progress.
- Maintain accurate records and observations so that pupils receive the maximum benefit from their education.
- Administer routine tests and invigilate exams.
- Support with intimate care and personal hygiene of children.
- Work across a range of key stages and ages as well as with a variety of needs.

SUMMARY OF RESPONSIBILITIES AND DUTIES:

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and encourage pupils to interact with others and to engage in curriculum activities
- Set challenging and demanding expectations and promote self-esteem and independence, providing feedback to pupils in relation to progress and achievement
- Establish constructive relationships with pupils, acting as a role model and interact with them according to individual needs, promoting the inclusion/acceptance of all pupils
- Promote good pupil behaviour, dealing promptly with conflict and incidents inline with established policy and encourage pupils to take responsibility for their own behaviour
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- Assist with planning of learning activities, monitoring pupils' progress and accurately recording achievement/progress and report to the SENCo.
- Provide detailed and regular feedback on pupils

P r i d e I n A l l T h a t W e D o

- Undertake/implement structured and agreed learning activities/teaching programmes, adjusting activities according to pupil response.
- Support pupils in undertaking literacy and numeracy tasks as directed
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to the appropriate person as agreed
- Be aware of the school's educational and behavioural policies for developing pupils.

Person Specification

- 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
- Effective use of ICT to support learning
- Understanding of child development and learning
- Ability to self evaluate learning needs and actively seek learning activities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Excellent punctuality and attendance

Experience

- Experience of working with children
- Experience of working with pupils with additional needs is desirable

Qualifications

- Excellent numeracy and literacy skills
- NVQ2 or equivalent for Teaching Assistants or equivalent qualifications or experience
- Apprenticeship positions to achieve the NQV are available

Biggin Hill Primary School (Inicio Trust) is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. Any offer of employment will be subject to an Enhanced Disclosure with the Disclosure and Barring Service and full background checks.