



# Sherrardswood School

## Job Description and Person Specification

### Learning Support Assistant

#### Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

**Post title:**

Learning Support Assistant

**Hours of work:**

8.30 am till 5:00 pm, Term Time

**Remuneration:**

Up to 22k per annum (subject to experience )

**Responsible to:**

Head

**Main Responsibilities:****Supporting the pupils**

- To encourage pupils to take responsibility for their own learning, and take a pride in their work.
- To provide support for the teacher by offering feedback about the progress of individuals, in order to assist in planning.
- To provide the support and framework for learning by giving assistance with prompts, suggestions and hints to enable the learner to solve the problem/complete the task.
- To personalise resources to meet the needs of an individual or a small group.
- To give support for increased self-esteem and self confidence/emotional skills development, by encouraging pupils to build on existing effective relationships in order to share ideas and opinions with peers and adults.
- To encourage the use of collaborative skills by assisting pupils to learn to work with others.
- To actively support the approach of the teacher in behaviour management and reinforce agreed rules in working with pupils.
- To mark work against set criteria, reinforcing understanding by giving positive feedback to pupils in the process.
- To seek opportunities for active involvement and help develop pupils' time management skills.
- To act as part of the team with teaching and other support staff for the benefit of all pupils.

**Supporting the Teacher**

- To assist with the class teacher in the effective delivery of the curriculum, under their guidance.
- To assist with the administrative function of running a classroom on a day to day basis and also on a longer term basis.
- To be proactive about identifying occasions when the teacher needs support.
- To participate in the evaluation of the support programme.
- To provide regular feedback about the children to the teacher and SENCO.
- To attend relevant in-service training, as appropriate.

	<p><b>Supporting the School</b></p> <ul style="list-style-type: none"> <li>• Where appropriate to develop a relationship to foster links between home and school.</li> <li>• To liaise advise and consult with other members of the team supporting the children when asked to do so.</li> <li>• To be aware of school procedures.</li> <li>• To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately.</li> <li>• To uphold the school's core values.</li> </ul> <p><b>Support for the Curriculum</b></p> <ul style="list-style-type: none"> <li>• To develop awareness of the requirements of the national curriculum.</li> <li>• To support specific aims and lessons as planned and directed by the teacher.</li> <li>• To develop awareness of the aims of the literacy and numeracy strategies relevant to the classes supported.</li> <li>• To develop awareness of curriculum targets and support work towards them.</li> <li>• To be aware of targets set and work towards achieving them.</li> </ul> <p><b>This list is not intended to be exhaustive and you may be required to undertake other comparable duties as Sherrardswood School requires from time to time.</b></p>
<b>Monitoring, Assessment, Recording, Reporting, and Accountability</b>	<ul style="list-style-type: none"> <li>• To maintain a record of progress.</li> <li>• To contribute towards reports for annual reviews and outside agency assessments.</li> </ul>
<b>Professional Standards &amp; Development</b>	<ul style="list-style-type: none"> <li>• To be a role model to pupils through personal presentation and professional conduct.</li> <li>• To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health &amp; Safety, and that of any other persons who may be affected by their acts or omissions at work.</li> <li>• To be familiar with and support all the School's policies.</li> <li>• To establish effective working relationships with professional colleagues and associate staff.</li> <li>• To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures.</li> <li>• To liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare.</li> <li>• To be aware of the role of the Governing Body of the School and to support it in performing its duties.</li> <li>• To be familiar with and implement the relevant requirements of the current SEN Code of Practice</li> <li>• To uphold the school's core values.</li> </ul>

## Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>A teaching assistant qualification or the equivalent gained through experience.</li> </ul>	<ul style="list-style-type: none"> <li>Further qualifications with regard to child protection and/or SEN.</li> </ul>	Production of the Applicant's certificates.
<b>Experience:</b>	<ul style="list-style-type: none"> <li>Experience of dealing with children aged 2+, preferably within an educational context.</li> </ul>	<ul style="list-style-type: none"> <li>Recent experience of working in education.</li> <li>Experience of working with children with special educational needs.</li> </ul>	Contents of the Application Form. Interview. Professional references.
<b>Skills:</b>	<ul style="list-style-type: none"> <li>An ability to communicate effectively both orally and in writing.</li> <li>An ability to devise and implement a range of strategies to support learning and enjoyment of learning.</li> <li>Good literacy and numeracy skills.</li> </ul>		Contents of the Application Form. Interview. Professional references.
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>Knowledge of various special educational needs.</li> </ul>		Contents of the Application Form. Interview. Professional references.
<b>Personal competencies and qualities:</b>	<ul style="list-style-type: none"> <li>A genuine enthusiasm for working with children.</li> <li>A commitment to overcoming barriers to learning.</li> <li>An ability to inspire confidence.</li> <li>A positive attitude.</li> <li>An ability to strike a good professional rapport with children, staff and parents.</li> <li>Being a positive role model.</li> <li>To be flexible to the needs of the students.</li> </ul>		Contents of the Application Form. Interview. Professional references.