**Learning Support Assistant**

This post is Term Time Only.

**Job Description**

Reports to: SENCO & Head Teacher

**Job Purpose**

* To work in Reception and Key Stage 1, including while teachers have time out of the classroom for planning, preparation and assessment.
* To support the SENCO and teachers across the school as it grows, in particular with support for pupils with specific learning needs.

**Principal Contacts:**

Main contacts are with pupils, teaching staff, specialist teachers, other professional staff, health officers, parents/carers, other support staff, volunteers. The HLTA will be expected to work with the Reception classes initially, supporting teachers and pupils as the school grows to include KS1/2.

**Pupil Support:**

* Encourage pupil development via supported independence, communication skills, play, self-esteem, relationships with others, including pupils with special educational needs of all types
* Ensure safe environment including arrangements for visits out of school
* Advance pupil learning in whole-class settings where the assigned teacher is not present

**Teacher Support:**

* Support teaching colleagues to develop other staff and volunteers who support pupils
* Attend meetings with parents and other professionals to discuss pupils including SEN reviews
* Contribute significantly to the assessment of pupils
* Assist in the organisation of the learning environment including visits
* Support the implementation of strategies to manage pupil behaviour and help manage pupil behaviour
* Help maintain a safe environment for pupils, staff and visitors to the school
* Undertake appropriate administrative tasks
* Use assessment information for future planning and target setting for individuals or groups of pupils
* Use ICT to support and advance pupils’ learning and own learning

**Curriculum Support:**

* Apply considerable depth of knowledge and understanding of the EYFS (revised) and KS1/2 curricula, in supporting pupils’ learning and development
* Have high expectations of all pupils and promote and reinforce pupils’ self esteem and well-being
* Be involved in whole school activities such as policy development
* Assist in the introduction to the lesson and interact with the teacher and pupils as required
* Support pupils’ learning as directed, in context of fostering independence and self-esteem
* To support the school in enabling all pupils to access the curriculum
* Planning of lessons within a framework provide by class teachers
* Contribute effectively to the selection and preparation of teaching resources

**School Service Support:**

* Liaise with and support parents/carers, sharing and providing information relevant to the role
* Model good practice and contribute to the planning and delivery of INSET to TAs
* To work within school policies and procedures
* Support the ethos of RHS as a new Free School
* Attend staff meetings, where appropriate and relevant, and other activities held outside normal hool hours, but not beyond total working week.
* To participate in home visits as may be deemed appropriate and necessary
* Model good practice and contribute to the planning and delivery of INSET to others
* To have a role in presenting information to parents or groups of parents, using information to reflect and question current practice
* Support the development of TAs

**Person Specification**

**Qualifications and Training:**

* A qualification in English literacy and Mathematics/Numeracy equivalent to GCSE Grade A-C
* NVQ Level 3 qualification (desirable)
* 2 years’ relevant experience ideally within a school-based setting
* Has achieved or is working towards formal recognition of competence against the HLTA professional standards via:
	+ The formal assessment route or
	+ Following an approved 50 day training course

**Work related personal requirements:**

* Excellent interpersonal skills
* Actively enjoys working with children and has empathy with pupils and is sympathetic to their needs
* Professionally discreet and able to respect confidentiality
* Flexible approach to tasks as required in a new and growing Free School
* Sensitive and effective approach towards pupil discipline
* Confident and able to use own initiative
* Willing to seek help when required
* A clear CRB(E) check will be required as part of our commitment to safeguarding