

WILLOWFIELD SCHOOL

JOB DESCRIPTION

Learning Support Assistant
30 hours per week, 45.6 weeks per annum

Job Title: Learning Support Assistant (Humanities)

Responsible to: Assistant Headteacher SEND

Job Purpose

- To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher.
- To support access to learning for pupils
- To provide general support to the teacher in the management of pupils and in the classroom.
- To work with small groups or individual targeted students on a withdrawal basis.
- To act as a co-form tutor in a particular year group.

Major Tasks, Duties and Responsibilities (Subject to Annual Review)

A. To support students' access to the curriculum and their wider development effectively through:

- Interpreting, clarifying and explaining directions.
- Enabling them to use equipment and materials as appropriate.
- Motivating, encouraging, praising and reward students appropriately
- Assisting with language, behaviour, reading, spelling, writing, presentation, socialisation etc as the needs determine.
- Keeping students on task and helping them to concentrate.
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Promoting the use of ICT in learning activities and developing pupils' competence and independence in its use.
- Promoting positive behaviour at all times
- Assisting with any sensory or physical requirements while encouraging independence.
- Assisting with the duties of a form teacher.
- Developing students' self-esteem and sense of worth.
- Providing feedback to pupils in relation to progress and achievement
- Organise appropriate learning environments and resources.
- Liaise sensitively and effectively with parents/carers as agreed with the line manager and to participate in feedback sessions/meetings with parents or as directed.
- Contributing ideas, opinions and suggestions during reviews of pupils' progress or statements of special educational needs.
- Keeping appropriate records in line with school policies and systems.
- 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.

B. General:

- To actively follow and promote school policies and procedures.
- To foster positive links between school and home.
- To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Participate in the invigilation of exams and assessments for children on the CoP
- To participate fully in school training activities and other training relevant to the post.
- To assist with other duties within capabilities at the direction of the Headteacher or Assistant Head.

Other requirements:

- To attend and participate in staff meetings.
- To participate in training and performance management as required.
- To have an up-to-date Enhanced DBS Disclosure.

Learning Support Assistant

Person Specification and Selection Criteria

1. Experience

- Working with or caring for children of relevant age
- Evidence of being able to work unsupervised.
- Evidence of working with young people other than in the school setting.

2. Qualifications

- A degree qualification (at least an upper second) in Maths, Science or English, although good degree qualifications in other subjects might be considered.
- Willingness to undertake training in relation to the post

3. Knowledge, Skills and Abilities

- Good numeracy/literacy skills
- Good interpersonal skills
- Good organisational skills
- Able to follow complex instructions.
- Able to support students in the classroom by:
 - i) Taking accurate notes
 - ii) Giving clear explanations
 - iii) Encouraging and motivating
 - iv) Helping to manage challenging behaviour.
- Knowledge and ability to use ICT effectively to support learning (including word processing skills)
- Ability to self-evaluate own learning needs and actively seek learning opportunities.
- 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 them.

4. Personal Qualities

- Excellent attendance
- Hard working, flexible and reliable
- Confident and secure in self
- Able to work on own initiative.
- Patience
- Sense of humour
- Good personal presentation
- A genuine commitment to and liking for young people, high expectations for their progress and welfare.
- A desire to be involved in the life of the school.
- An understanding of and commitment to the promotion of equality of opportunity in all aspects of school life

5. Safeguarding

- A demonstrable commitment to ensuring young people stay safe, an understanding of good practice in relation to this and the implication for the post.