

Job Description – Learning Support Assistant

Job Title:	Learning Support Assistant
Grade:	NJC JE Grade 2
Contract:	Permanent, Term-Time 27.5 hours pw
Reporting directly to:	SENDCO / Asst. SENDCO
Date of last review:	May 2024
Date of next review:	June 2025

Main Purpose of the Position

- To work under the direction of the SENDCO/Asst. SENDCO and in partnership with teaching staff, to support learning for pupils and to provide support to the teacher in the management of pupils in the classroom.
- To support learning by working with individuals or small groups of children under the direction of teaching staff

Duties and Key Responsibilities

1. Key Responsibilities and Tasks

- To carry out instructions regarding the daily/weekly programme of activities.
- Implement planned learning activities/teaching programmes as agreed with the teacher.
- To work alongside individual and groups of pupils in activities specified by the Teacher, preparing and setting out resources when required.
- To support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
- Adjust learning activities based on pupils' responses as appropriate to achieve effective learning outcomes.
- To be aware of pupil's achievements, progress and development areas and to report information passed from parents/carers.
- Provide information to the Teacher for monitoring, assessing and recording pupil progress/activities.
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
- Liaise with other staff and provide information about pupils as appropriate.
- To encourage inclusion within the classroom and encourage pupils to interact with others and engage in activities.
- To assist with tasks associated with school assessment procedures record pupil progress/activities where appropriate.
- Support and contribute to the creation and maintenance of classroom displays.
- To anticipate and manage behaviour constructively within established school policies.
- To understand and support pupils with special needs.
- Support the work of volunteers and other Learning Support staff in the classroom.
- To run small group and 1:1 interventions for literacy/numeracy.
- To contribute towards comments for Educational Health Care Plan (EHCP) review meetings and attend these where appropriate. To take part in school INSET activities to enhance job effectiveness.

- To undertake a 'duty' as part of the school's duty system (including break and lunch).
- To provide emergency first aid to students if required.

2. Other Responsibilities

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.
- To always have regard for the safety and wellbeing of pupils.
- To undertake any other duty as specified by NJC not mentioned in the above.
- To highlight any safeguarding concerns immediately in line with school policy.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is only a general indication of the scope of the duties involved. These may be varied from time-to-time, after discussion and in the light of individual strengths and the developing needs of the individual, the area of responsibility and the needs of the school. It is envisaged that a review of this job description will take place every two years.

Pay and Conditions: Conditions and service are in accordance with the National Joint Council (NJC) for Administrative, Professional, Technical and Clerical (APT+C).

Additional Information: This role may include tasks within a basic support role but may also provide more specific practitioner support tasks without the same degree of supervision as Teaching Assistant (Learning Support – Level 1)

Person Specification – Learning Support Assistant

Criteria	Essential/ Desirable
Qualifications and Training	
▪ Working at or towards a relevant nationally recognised qualification in relation to teaching, learning or SEND	E
▪ Level 2 Teaching Assistant Certificate / Qualification	D
▪ Good standard of numeracy and literacy / GCSE Grade C or above in maths and english (or equivalent)	E
▪ Evidence of appropriate continued personal and professional development or willingness to undertake further training	E
▪ First Aid at Work Certification or willingness to undertake certification	E
Experience and Knowledge	
▪ Completed a common core programme of induction for working with pupils	E
▪ Working in accordance with relevant occupational standards, knowledge /skills and the agreed local competency framework.	E
▪ Understand Special Educational Needs and Disabilities (SEND), and how to support students with SEND in a classroom environment.	E
▪ Awareness of neurodiversity and classroom support strategies	E
▪ Excellent classroom management skills	E
▪ To have working knowledge of ‘Keeping Children Safe in Education’ document	E
▪ Experience of dealing with difficult student behaviour	E
▪ Conflict resolution experience	D
Personal Qualities	
▪ Ability to help develop and to support a vision of high-quality education based on the moral integrity of the school’s core values.	E
▪ Energy, drive, enthusiasm and flexible approach to work and tasks	E
▪ Excellent interpersonal and communication skills	E
▪ Enjoys working with young people	E
▪ Calm, patient and compassionate individual	E
▪ Ability to analyse information and use sound judgement in complex situations	E
▪ Ability to support a team culture	E
▪ Ability to plan and organise time effectively, work under pressure and meet deadlines while keeping equilibrium.	E

This job description is current at the date shown, but, in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Calderstones is an Equal Opportunities Employer and positively welcomes applications from all people regardless of their sex, creed, marital status, race, age, disability, gender identity, sexual orientation or religious belief. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Calderstones School is committed to safeguarding and promoting the welfare of children. Post holders must receive a satisfactory enhanced DBS check before taking up the post and undertake a minimum of three-yearly checks. Calderstones School is committed to promoting positive mental health and emotional well-being to our student body and to every member of our school staff. We pursue this aim through the use of effective policies and procedures within a safe and supportive school/work environment.