# 

**Granard Primary School**

**Learning Support Assistant**

**Job Description**

This post is event linked, which means that the post will cease to exist when the post or funding ceases.

**Purpose of the Job**

Responsible, under the instruction of the teacher or line manager, to work with individual children or small groups and to supervise the physical and general care of children, including those with SEN. To support access to learning for children and provide general support to the teacher in the management of children and the classroom.

**Main Responsibilities**

1. **Support for Children**

* Attend to the children’s personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters including medical procedures following appropriate training
* Support children with Education and Health Care Plans to meet their objectives
* Supervise and support children ensuring their safety and access to learning
* Establish good relationships with children, acting as a role model and being aware of and responding appropriately to individual needs
* Promote the inclusion and acceptance of all children
* Support other children in school with their needs including behavioural needs and aspects of the curriculum
* Encourage children to interact with others and engage in activities led by the teacher
* Encourage children to act independently as appropriate
* Work closely in partnership with the children’s parents
* Liaise with other professionals for the benefit of the children

1. **Support for the Teacher**

* Prepare the classroom as directed for lessons, clear afterwards and assist with the display of children’s work
* Be aware of children’s problems, progress and achievement and report to the teacher as agreed
* Undertake children’s record keeping as requested
* Support the class teacher with agreed learning and behaviour management strategies
* Promote positive child behaviour and encourage conflict resolution in line with school policy, reporting difficulties as appropriate
* Delivering programmes such as occupational therapy, speech and language therapy and social communication, adapting them according to children’s IEPs if necessary
* Gather and report information from and to parents or carers as directed
* Provide basic clerical and administrative support e.g. photocopying, typing, filing, collecting money etc.

1. **Support for the Curriculum**

* Support children to understand instructions
* Support children in undertaking Literacy and Maths tasks as directed by the teacher
* Support children in using basic ICT as directed
* Prepare and maintain equipment and resources as directed by the teacher and assist children in their use

1. **Support for the School**

* Be aware of and comply with policies and procedures relating to Child Protection, Health and Safety, Security, Confidentiality and Data Protection, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop
* Contribute to the overall ethos, work and aims of the school
* Appreciate and support the role of other professionals
* Attend relevant meetings as required
* Participate in training and other learning activities and performance development as required
* Assist with the supervision of children out of lesson times, including break times, lunch times and before and after school
* Work effectively as part of the support staff team to ensure excellent support and supervision of children at break and lunch times
* To be included in the duty rota, including Dining Hall duties, which includes wiping down tables and sweeping floors
* Accompany teaching staff and children on trips and out of school activities as required
* To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation
* To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role
* To ensure that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection
* Supporting teachers with assessment and testing for the statemented child, including:
  + Supervise children taking non-statutory tests
  + Supervise children who have missed tests
  + Act as reader for children during tests

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**Person Specification**

(Your application must cover and evidence each point in regard to the following criteria)

1. **Experience**

* Working with or caring for children of relevant age

1. **Qualifications**

* English and Maths GCSE Grade A-C or equivalent
* Willingness to participate in development and training opportunities

1. **Knowledge and Skills**

* Ability to promote the vision and aims of our school
* Basic knowledge of First Aid
* Use basic technology – computer, video, photocopier etc.
* Ability to relate well to children and to adults
* Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within this
* Ability to carry out teacher directed tasks and pupil interventions
* Ability to work in liaison with parents and a variety of professionals
* Good communication skills and the ability to be flexible
* An understanding of the schools Equal Opportunities Policy and how it is implemented

**4. Personal Characteristics**

* Ability to remain calm in challenging situations
* Ability to uphold confidentiality at all times
* Ability to be flexible
* Ability to use initiative
* Ability to work effectively as part of a team
* Enthusiasm for the role