

**Job Title:** **Apprentice Learning Support Assistant**  
**Location:** **Captain Close Primary School**  
**Grade:** **Apprenticeship wage**  
**Responsible To:** **Class teacher**  
**Responsible For:** Not applicable  
**Key Relationships/  
Liaison with:** SENCO, Classroom Teachers, Teaching Support staff

**Job Purpose:** A SEN Learning Support Assistant will work under the direct supervision of a teacher to provide support for teaching and learning and associated activities in accordance with school and trust policies and procedures. This may include providing general support for whole class learning activities or supporting individuals or small groups of pupils and using their professional skills to create an educational environment in which a pupil's all-round development in accordance with the School's Development Plan.

To be committed to providing a high-quality education and understand your role in the progression of a child's learning.

**Hours of Work:** 37 hours per week

**Principal Responsibilities**

- To provide agreed support to the teacher in the delivery of planned whole class learning activities.
- To work under the direct supervision of a teacher to carry out planned learning activities with small groups or individual pupils, providing feedback on their engagement in activities and their achievement of the desired learning objectives.
- Be a fully integrated member of the school's staff team and as such have responsibility for working to agreed school policies and procedures.
- Be aware of school and statutory frameworks that directly impact on their own work with pupils.
- To support the physical, intellectual, emotional and social development of pupils, including contributing ideas and suggestions to support planning, to meet their development needs.
- To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities.
- To interact with and respond positively to children, young people and adults.
- Develop positive relationships with colleagues by working effectively as a member of the School Staff Team.
- Help prepare, monitor and maintain a safe and secure learning environment.
- Prepare learning materials; monitor the condition of learning resources to ensure adequate stocks in good condition.
- To undertake midday supervision of pupils.
- To work at Holiday Clubs.

# Job Description

**Support the School by:**

- Developing inclusion by facilitating participation and learning, help build confidence, self-esteem a sense of independence, understanding of diversity and access to the curriculum so that all pupils are enabled to reach their full potential alongside their peers.
- Ensuring equal access to learning and development opportunities and carry out predetermined educational activities and work programmes whilst promoting independent learning.
- Encouraging a high standard of behaviour, develop relationship with others and recognise and deal with emotions in an appropriate way.
- Establishing, developing, monitoring and maintaining positive relationships.
- Observing and reporting on pupil performance, contribute to maintaining pupil records and keep such records as are required by the school.
- Identifying and addressing signs of conflict and notifying others so that a resolution can be accomplished.
- Assisting with outdoor activities and visits.
- Being aware of confidentiality issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
- Participating in appropriate school-based meetings and training activities.
- To encourage participation in structured and unstructured learning activities, including play (timetabled and during breaks as required).

**Special Factors**

Subject to the duration of the need, the special conditions given below apply:

(a) The nature of the work may involve the postholder carrying out work outside of normal working hours.

(b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.

(c) This post is subject to a Medical Check and a DBS check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

DSAT is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate

**Job Title:** Apprenticeship LSA  
**Grade:** Apprenticeship Wage

	Essential	Desirable	How assessed
<b>Qualifications</b> GCSE in English and Maths (C or above)	✓		App
<b>Experience</b> Experience of working with children.		✓	App/Pre
<b>Knowledge</b> Understanding of the importance of confidentiality and an appreciation of the implications of the Data Protection Act and GDPR	✓		Int
Understanding of the importance of child protection and safeguarding children practices	✓		Int
<b>Skills/Attributes</b> Ability to use office equipment such as photocopier, laminator etc to support teacher with their administrative tasks	✓		Int
Ability to produce accurate and up-to-date records and reports as required	✓		Int
Ability to confidently use a computer with children and for use in administrative tasks	✓		Int/Test
Ability to follow teacher instructions to create classroom and school displays to a high standard.	✓		Int
Able to keep calm in difficult situations.	✓		Int/App
Able to operate effectively as a member of a team.	✓		Int/App



<b>General Circumstances</b> Have the ability to undertake personal development	✓		App/Int
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**App = Application Form**

**Test = Test**

**Int = Interview**

**Pre = Presentation**

**Med = Medical Questionnaire**

**Doc = Documentary Evidence (E.g., Certificates)**