



JOB DESCRIPTION

JOB TITLE: Learning Support Assistant (Level 1)

GRADE: NJC 4-6

REPORTS TO: Early Years Lead

Purpose of the Job

To provide support for the organisation and development of learning activities and the social, emotional development of children on an individual and group basis, under the general direction of the classroom teacher. To supervise children and support class teacher to deliver play and adult led activities. To support and work alongside other team members to provide high quality teaching and learning.

Key Job Outcomes:

1. Support for children's learning

Following plans, complying with the policies and procedures of the school, provide direct support for the learning of individual children or groups of children, including those with special needs, to achieve defined progression through;

- activities, interventions, empathetic and sympathetic listening, direct guidance and the provision of appropriate feedback and challenge
- developing the physical, emotional and educational development of children
- supervising and encouraging safe behaviour of individuals and groups
- analyse achievement and progress to ensure the progress of all children under the supervision of the line manager and class teacher.
- follow and adult-led activities and interventions
- demonstrate high quality early years teaching strategies
- supporting class teacher to create a stimulating and progressive learning environment

2. Support for the learning environment

Develop plans, complying with the policies and procedures of the school, and prepare, store, retrieve, sort and display provocations, children's learning and equipment, to provide an effective learning environment as determined by the class teacher.

- promote the required standards of progress and achievement, including feedback through informal assessment, for individuals and groups within the classroom
- support the development of continuous improvement in both personal performances in the job and the work of the team
- develop, monitor, and review children's learning to recommend appropriate progression for decision by the class teacher

- support assessment processes, recording, keeping and retrieving accurate records and following defined procedures
- to ensure continuity and consistency in the work of the class team
- providing formal and informal feedback to parents through conversations, meetings and reports, alongside the class teacher.

3. Care and support for children

Attend to the day to day needs of children, inside and outside the classroom, by;

- providing personal, social, hygiene, welfare and behaviour support
- running interventions to promote the progress of individual children in attaining defined goals
- promoting effective pastoral care for individual children and groups, following defined procedures, and liaising with colleagues to create and retrieve accurate records to provide the basis for home/school liaison & contacts with other agencies
- reporting concerns about progress and support in identifying solutions, to the class teacher
- assisting educational and therapeutic professionals in their delivery of specialist support programmes
- carrying out specified medical care procedures following direct specific training by a qualified practitioner
- assisting with the assessment by the class teacher of individual children's development through observation, selection of appropriate support processes, creation and retrieval of records, discussion with colleagues and teachers
- to promote the social, emotional and behavioural standards defined by school and Trust policies and procedures

General Accountabilities

So far as reasonably practicable, the postholder must promote safe working practices by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users.

Work in compliance with the policies and procedures of the school and Trust, and its commitment to equal opportunities

Ensure that output and quality of work is of a high standard and complies with current legislation / standards

PERSON SPECIFICATION



Compass Point
Primary School



	Essential	Desirable
Education, Training and Qualifications	<p>Training or experience of working in an education or childcare setting</p> <p>Level 1 (NVQ Level 1) Qualification in a relevant childcare field</p> <p>Evidence of commitment to further professional development</p>	<p>Paediatric First Aid training</p> <p>Administration of Medicine Training</p> <p>SEND qualification</p>
Experience, Knowledge and Understanding	<p>Knowledge and understanding of the Early Years Foundation Stage</p> <p>Understand and apply requirements around safeguarding and behaviour in an early years setting</p> <p>Understand the role of Learning Support Assistant in developing and maintaining an effective learning environment</p> <p>Experience of completing and recording observations of children's learning and development</p> <p>Understanding of how different children develop and learn</p> <p>Experience of contributing to enhancing continuous provision and adult led learning</p>	<p>Experience of supporting children with a range of special educational needs</p> <p>Experience of working in the Early Years Foundation Stage</p> <p>Knowledge of the new Early Years Foundation stage curriculum</p> <p>Experience of delivering interventions</p> <p>Experience of conducting parent-teacher review meetings and writing reports</p>
Skills and Abilities	<p>Skills of empathy, listening, communication and responding with appropriate language to build rapport with children from a variety of ages, abilities and backgrounds.</p> <p>Experience of using ICT to effectively support pupils</p> <p>Ability to carry out duties without supervision</p> <p>Ability to carry out specific medical care or personal hygiene following direct instructions</p> <p>Ability to reflect on and develop own practice</p>	<p>Experience of outdoor curriculum /Forest schools</p> <p>Ability to communicate in a language other than English</p>



Personal Qualities	<p>A positive attitude and a sense of fun</p> <p>Resilient and robust</p> <p>Able to use initiative and find solutions</p> <p>Willingness to give, receive and act on feedback</p> <p>Ability to work collaboratively with all school staff, parents and external agencies</p> <p>Hardworking, flexible and responsive to change</p> <p>Commitment to excellence and raising the academic and personal achievement of all pupils</p> <p>Ability to promote a positive ethos and maintain high standards of behaviour using positive strategies</p> <p>Commitment to maintaining confidentiality at all times</p>	
---------------------------	--	--