

## Job Description for Learning Assistant

**Post Title:** Learning Assistant

**Responsible to** Class teacher

**Pay range** H2/H3 (depending on qualification)

**Purpose of Post** - To support the education of pupils who need particular help to overcome barriers to learning. The post holder is one of a team of teachers and Learning Assistants who support the learning of the pupils. Flexibility by all staff is important to meet the needs of pupils. The job holder is managed by the teacher. The jobholder works under the day to day supervision of the teacher to whom he/she is assigned. The principle focus of the job is to support the class teacher with the personal, emotional and educational needs of the class to which you are assigned. **As a Learning Assistant the role also includes half an hour lunch duty each day.** Lunch duty is organised by our Midday Supervisor who will liaise with you as to where your duty will be based.

The job holder is required to contribute to and support the overall vision, aims and core values of the school and support the vision of the Trust.

### Duties

The jobholder is expected to fulfil the duties listed below:

- To support the class teacher by preparing and organising equipment and resources to ensure the efficient use of time and learning opportunities within the classroom.
- To take responsibility for children inside and out at the direction of the teacher and to ensure the safety and welfare of all children on site.
- To have responsibility for a group of children implementing the national curriculum through the provision of appropriate activities ensuring they take account of the individual needs of each child
- To support with the teaching of Phonics using the Little Wandle Scheme
- To use knowledge/understanding of behaviour as a form of communication to support pupils' emotional needs
- To model the correct English to the children both orally and written
- To attend when requested planning sessions with year group team and contribute to the evaluation of learning. To discuss plans with the teacher and ensure you understand the learning objectives you are to present.
- To assist in maintaining an environment conducive to learning in school this shows consideration for families' ethnic, cultural and linguistic backgrounds and for children's gender.
- To assist in creating displays and areas in the classroom to enrich the children's learning.
- To give feedback to the teacher on the progress the children made with their learning.
- To implement the school's marking and feedback policy as directed by the teacher, giving feedback to the children.
- Scaffolding and modelling learning so that pupils can complete tasks independently and gain in self-confidence
- Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters.
- Provide administrative support to the assigned teacher, eg. photocopying, typing, filing and record-keeping, preparing resources
- Liaise with parents, carers and professional staff (such as speech therapists) in order to promote the learning objectives of each pupil.
- Assist with the development and implementation of provision maps, PLP's and personal care programmes
- From time to time supervise small groups or whole class sessions during the short term absence of a teacher (PPA, meetings, training, short term illness)

- To attend briefings/ CPD were relevant, or ensure minutes are read and responded to as necessary, keep up to date with emails and CPOMs.
- To attend relevant safeguarding training and ensure have read and understood KSCiE, recognising that everyone is responsible for safeguarding.
- To recognise confidentiality, child protection procedures, Health and Safety and the policies of the school and the Ambition Education Trust.
- Undertake first aid training and be prepared to act as a first aider in cases of minor injury
- To be aware of the general school environment and ensure it is maintained in good order.
- To be aware of the School Improvement Plan and the contribution they make to its success.
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### **Equalities**

Be aware of and support difference and ensure that all pupils have equality of access to opportunities to learn and develop. Support and implement the schools Equality Scheme.

### **Health and Safety**

Be aware of and comply with policies and procedures relating to Child Protection, Health, Safety and Security, Confidentiality and Data Protection; and report all concerns to an appropriate person.

The job holder is expected to undertake safeguarding training and attend relevant CPD

### **DBS**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure Bureau as part of the Trust's pre-employment checks.

### **Additional Information**

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

\*\* The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

### **Supervision**

Simone Read is the Line Manager for this role. The school's appraisal and performance management policies and practice determine the frequency of meetings. School uses the BlueSky tool for its appraisal process. No supervision of staff.

### **Contacts**

The jobholder works with teachers and pupils and is likely to have planned contact with parents or carers.

### **Knowledge, Experience and Training**

Experience of working with children of the relevant age and knowledge of the EYFS or KS1 curriculum

Understanding of behaviour as a form of communication and of sensory processing and emotional regulation.

Numeracy and literacy skills equivalent to NVQ level 2 or GCSE grade C in English and Maths.

Recognised childcare qualification equivalent to NVQ level 3

Basic knowledge of First Aid.

Ability to make effective use of modern technology to support pupils.

Ability to work with a minimum of supervision and within a team.

Ability to manage pupils' behaviour in a 1:1 situation and within a classroom setting

**Physical Effort**

*To what extent does the job involve physical effort/strain over and above what would normally be incurred in a day-to-day environment?*

The job may involve lifting children where mobility is restricted or in order to protect themselves or others. Appropriate training will be provided if necessary

**Working Environment**

*To what extent is the job exposed to objectionable, uncomfortable or noxious conditions over and above what would normally be experienced in a day-to-day environment?*

The job may include clearing up blood or other bodily fluids of children after accident or sudden illness