

# Job Description

## Learning Support Assistant

**RESPONSIBLE TO:** Headteacher/Deputy Headteacher/SENDCo/Classroom Teacher

### **JOB PURPOSE:**

- To support children's learning and to share in the care and wellbeing of the children throughout Early Years.
- To support the emotional, behavioural and pastoral needs of all pupils, including children with Special Educational Needs and/or disabilities [SEND.]
- To support individual and small groups of children in the curriculum to accelerate their learning
- To carry out specific administrative/ procedural tasks to support the class teacher.
- To be involved in the planning, development and delivery of intervention strategies.
- To observe and monitor pupils progress and adapt agreed approaches to their particular needs.
- Provide support and assistance for children's pastoral needs (e.g. dressing, going to the toilet, the changing of nappies or the administration of an Epipen)
- To assist in the maintenance of children's records.
- To promote the school's vision, aims and values.

### **DUTIES AND RESPONSIBILITIES**

#### **To undertake all of the following:**

- Work as part of a team and assist the class teacher to ensure quality education for the children.
- To promote the development of numeracy, language and speech, including providing additional support to children with special needs or to bilingual learners, by working alongside the class teacher.
- Be aware of and support school policies and procedures.
- Liaise and plan with the teacher to support pupils in their learning
- Work or play with individuals/small groups of children by planning and carrying out relevant activities that accelerate and raise the level of achievement for all pupils involved in all areas of the curriculum, under the guidance of the class teacher.
- Assist the teacher by receiving instructions directly from professional or specialist support staff involved in the children's education. These may involve social workers, health visitors, language support staff, speech therapists, educational psychologists and physiotherapists.
- Report any concerns regarding children's welfare or education, to the class teacher.
- Be aware of suspected or actual cases of child abuse, referring such matters to the appropriate designated person for further action.
- Under the direction of the teacher, liaise with parents as appropriate, maintaining sensitivity and confidentiality at all times
- Assist with the reception and departure of children at the beginning and end of school sessions
- Assist with maintaining good discipline throughout the school at all times, following school procedures. When directed escort and supervise pupils on planned visits/journeys.
- Assist with the preparation of resources e.g. photocopying, repairing books, filing of work, making games and the creation and mounting of displays for children's work.
- Assist and attend with seasonal events e.g. parents' evenings, concerts and festivals
- Attend appropriate staff meetings and training days/events as requested.

#### **Other Responsibilities:**

- Any other duties required by the teacher or Headteacher within the scope of this post.
- The post holder shall ensure that the duties of the post are undertaken with due regard of the School's Health and Safety Policy and their personal responsibilities under the provision of the Health and Safety at Work Act and all other relevant subordinate legislation.

## Personal Specification

	ESSENTIAL ATTRIBUTES	DESIRABLE ATTRIBUTES
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Cache level 2 or 3 or equivalent</li> <li>• GCSE English and Maths (grades A*-C) or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Other relevant qualifications; for example evening courses, further education course.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Minimum of 6 months experience of working with children in an educational setting, within the last 5 years.</li> <li>• Evidence of commitment to/interest in/enthusiasm for working with 2 – 11 year-olds.</li> <li>• Experience leading interventions and demonstrating impact</li> <li>• Experience working with children with additional needs.</li> </ul>	<ul style="list-style-type: none"> <li>• 2 years' experience of working with children in a school</li> <li>• Involvement in out-of-school activities.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Understanding educational needs of children.</li> <li>• Ability to contribute to the planning and development of educational activities.</li> <li>• Ability to work collaboratively with others.</li> <li>• Ability to work without constant supervision.</li> <li>• Ability in the use of ICT in a classroom setting</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of planning and development of educational activities.</li> </ul>
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake further professional training as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability/willingness to extend own strengths and develop other areas in own time or via school-based INSET and CPD</li> </ul>
<b>PHYSICAL</b>	<ul style="list-style-type: none"> <li>• Ability to meet the physical needs of pupils.</li> <li>• Good general health.</li> </ul>	<ul style="list-style-type: none"> <li>• Outside interests/hobbies relevant to the position.</li> </ul>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Willingness to be flexible</li> <li>• Willingness to undertake appropriate further training.</li> <li>• Commitment to equality principles</li> <li>• Sense of humour, enthusiasm and commitment to providing quality educational provision for all children.</li> <li>• Willingness to be flexible/adaptable in best interests of all our children.</li> </ul>	

