

Broadland High School

Job Description



NAME: Learning Support Assistant

JOB TITLE: Learning Support Assistant – TA2

Job Family: Classroom and Pastoral

Contract: Fixed term linked to specified student

Grade: Grade 2 Point 3 to 5; £18,013 to £18,585 actual salary (Dependent upon experience)

Hours per Week: 32.25 hours per week (8.15am-3.00pm, with a 4pm finish on Tuesday) term time plus 1

1. PURPOSE AND SCOPE

To undertake activities to support specified individual students, including more specialised support for those with care plans to enable access to learning. Work may be carried out in the classroom or in other teaching areas.

2. ORGANISATIONAL RELATIONSHIPS

2.1 Responsible to the SENDCO

2.2 Liaise with teachers, other support, health and education specialists, parents, visitors and external agencies

3. PRINCIPAL ACCOUNTABILITIES OR ACTIVITIES

Support for Students

3.1 To attend to the personal and social needs of students and any other special requirements depending on the nature of a student's special needs and, wherever possible, making this part of the learning experience.

3.2 To assist with programmes of special care for identified students as appropriate.

3.3 Supervise and provide support for students, including those with special needs, ensuring their safety and access to learning activities.

3.4 Implement as directed SEND Support Plans, Individual Education/Behaviour Plans and Personal Care Plans

3.5 Promote inclusion and encourage constructive relationships within the classroom and with parents.

3.6 Provide feedback to students in relation to progress and achievement under the guidance of the teacher.

Support for Teachers

3.7 Assist with the planning and adaptation of learning activities.

3.8 Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work.

3.9 Use strategies, in liaison with the teacher, to support students to achieve learning goals.

3.10 Monitor students' responses to learning activities and accurately record achievement and progress as directed and provide detailed and regular feedback to teachers on students' achievement, progress, problems, etc.

3.11 Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their behaviour.

3.12 Administer routine tests and invigilate exams and undertake routine marking of students' work and provide clerical/admin support, e.g. photocopying, typing, filing, money and administer coursework.

Support for the Curriculum

3.13 Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to students responses, including undertaking literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher.

3.14 Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use, including supporting the use of ICT in learning activities and developing students' competence in its use.

Support for the Academy

- 3.15 Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 3.16 Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- 3.17 Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required.
- 3.18 Assist with the supervision of students out of lesson times, including before and after school and accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- 3.19 Undertake other similar activities that may fall within the grade and scope of the post as directed by the Principal.

4. PERSONAL SPECIFICATION

Experience	Working with or caring for children of relevant age.
Qualifications/Training	Good numeracy/literacy/ ICT skills, Level 2 Mathematics and English or equivalent. Working towards the relevant qualifications related to LSA's e.g. DfES Teacher Assistant Induction Programme NVQ 2 or equivalent in teaching assistance or experience; Training in the literacy/numeracy strategy; First Aid training/training in specific medical procedures or the commitment to developing this.
Knowledge/Skills	Effective use of ICT to support learning; Use of other equipment technology - video, photocopier; Knowledge of relevant policies/codes of practice and awareness of legislation; General understanding of National Curriculum and other basic learning programmes; Basic understanding of child development and learning; Ability to self-evaluate learning needs and actively seek learning opportunities; Work constructively as part of a team, understanding how to motivate and inspire colleagues; Ability to relate well to children and adults; classroom roles and responsibilities and your own position within these.

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