

Job Description

Post:	Learning Support Assistant
Pay range:	Scale 3

Ivy is a charity whose purpose is to provide education for the public benefit – this vision is based on four principles: Ivy is one family; Good education is a birth right; Make it easy to make a difference; Local leaders know best.

Overall purpose of the post:

Alongside the class teacher, to assist in the education process by working directly with children in particular:

- Ensure a warm, welcoming and safe environment is maintained and a high quality of physical, emotional, social and intellectual provision is made for children in the setting.
- Ensure that a high quality learning environment is maintained.
- Plan and facilitate appropriate learning experiences for children based on their developmental needs and interests
- To establish and maintain appropriate contact with parents, specialist support staff, and other adults involved in the education of children.
- To follow, maintain and promote the school core values of respect, responsibility, kindness, honesty, and determination

Main duties and responsibilities

- Assist the class teacher in the education process, by participating in the planning and development of the curriculum.
- Agree and establish programmes of complementary activities and promote pupil development, both individually and collectively.
- Observe and monitor pupil progress, adapting an agreed approach to meet particular needs, and assisting with maintaining records of the children's development and attainments.
- Assist in the provision of a full range of stimulating activities for children and encourage their physical, intellectual, emotional and social development.
- Promote the development of numeracy, language and speech, PSE and physical development including providing additional support to children with special needs or to bilingual learners, by working alongside the teacher.
- Under the guidance of the class teacher, contribute to the assessment of pupils' progress and the maintenance of appropriate written records.
- Maintain secure relationships with pupils, ensuring the care, health and welfare of the children at all times.
- As directed, provide additional care for pupils with particular needs as part of a planned programme and help maintain formal records.
- Share the school commitment to safeguarding and promoting the welfare of all young people
- referring safeguarding concerns to the appropriate designated person for further action.
- Assist with maintaining good discipline of pupils throughout the school at all times. When directed, escort and supervise pupil(s) on planned visits.
- Maintain supportive relationships with parents referring any difficult or sensitive matters concerning pupils to nursery/preschool lead.

- Assist the teacher by receiving instructions directly from professional or specialist support staff involved in the children's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists.
- Any other duties required by the Class teacher/ SENDCo/SLT/Headteacher within the scope of this post.
- The postholder shall ensure that the duties of the post are undertaken with due regard of the School's Health & Safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

All staff will:

- Promote equality of opportunity
- Follow safeguarding guidelines and child protection policy/procedures
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal
- Promote positive attitudes and behaviour
- Be committed to achieving the Trust values
- Promote the Trust in the community
- Work in partnership with all colleagues including the Trust Board/ LGBs
- Support Codes of Professional Ethics/Safe Practice in the Staff Handbook
- Have regard for and act in accordance with Health and Safety policy/practice
- Celebrate success of pupils and staff

The post holder shall ensure that the duties of the post are undertaken with due regard of the Trust's policies and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

The job description should not be viewed as a comprehensive description of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to:

- Comply with any reasonable request from those in a position of authority to undertake work of a similar level that is not specified in this job description
- Work with and alongside other staff to ensure that the Trust provides the best possible outcomes for all children