**JOB TITLE: Learning Support Assistant**

**ACCOUNTABLE TO: Headteacher, Deputy Headteacher, SENDCO and Class teacher**

**RESPONSIBLE FOR: Pupils either 1-1 or groups**

**DATE: 1st December 2022**

### Key Requirements and Accountabilities:

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role.

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| **Role Purpose** | * To work collaboratively within the school community to instil in each child a love of learning for life that enables them to achieve beyond what they thought possible.
* To promote the highest standards of education in a caring and supportive environment where children feel safe, secure and ready to learn.
* To support teachers in order to promote effective teaching and learning for the pupils in the school, this may include pupils with special needs.
* To support the teachers in providing for the education and welfare of all children in the school, taking account of their needs.
* To support the needs of some of our most vulnerable learners, all of whom have Education, Health Care Plans, to ensure they make progress towards their targets.
* To share in the corporate responsibility for the well -being and discipline of all pupils.
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| **Teaching and Learning**  | * Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special education needs and disabilities (SEND)
* Assist in the delivery of educational work programmes by participating in day to day learning activities with whole class, group or individual children under the teacher’s supervision for example – literacy tasks such as hearing children read, spelling, handwriting etc
* Help pupils to access learning activities through specialist support
* Monitoring, assessing and recording pupils work as directed by the class teacher
* To work on classroom displays following consultation with the class teacher
* To administer and mark routine tests under the guidance of the class teacher and in line with the schools marking policy
* Establish constructive relationships with parents/carers
* Provide clerical/admin support e.g. photocopying, typing, filing, money handling etc
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| **Planning** | * To help adapt and plan the development of resources necessary to lead learning activities, considering pupils, interests, language and cultural backgrounds
* Attend planning meetings and under the overall direction and guidance of the class teacher, contribute to the short, medium- and long-term planning and preparation of lessons
* Read and understand lesson plans shared prior to lessons, if available
* Plan own tasks within the day
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| **Behaviour**  | * Use effective behaviour management strategies consistently in line with the school’s policy and procedures
* Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
* Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
* Be consistent with dealing with any challenging behaviour, following the school’s behaviour policy
* Liaise with class teachers and/or the school’s SENCO to support specific pupils with challenging behaviour
* Support pupils with their independence and self-esteem when carrying out activities
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| **Working with others**  | * Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
* Communicate their knowledge and understanding of pupils to other school staff and education, health & social care professionals, so that informed decision making can take place on intervention and provision
* With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
* Understand their role to be able to work collaboratively with classroom teachers and other colleagues including specialist advisory teachers
* Collaborate and work with colleagues and other relevant professionals within and beyond the school
* Develop effective professional relationships with colleagues
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| **Other areas of responsibility** | * Promote the safety and wellbeing of pupils, and to help safeguard pupil’s wellbeing by following the school’s policies and procedures regarding safeguarding, reporting any incidents of concerns directly to the Designated Safeguarding Lead or via the school’s reporting system, CPOMS.
* Work as part of a team to organise and maintain the teaching and learning support environment, keep resource areas clean and tidy, e.g. library, PE shed, practical areas, staff room etc.
* Lunchtime supervision of children and supporting the positive playtimes within the school
* Support the aims and ethos of the school, behaving in accordance with the school’s Staff Code of Conduct
* Read and follow the relevant school policies
* Undertake training required to develop in the role
* Attend school INSET days when applicable and staff meetings where possible
* Take part in the school’s appraisal policy
* Take opportunities to build skills, qualifications and or experience needed for the role, with support form the school
* To comply with the school’s First Aid policies and procedures, ensuring all accidents are recorded appropriately and that parents are informed
* Deliver first aid to respond to minor and major incidents
* Make a positive contribution to the wider life and ethos of the school
* Respect individual differences and cultural diversity
* Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within the and outside the school
* Undertake any other necessary tasks under the direction of the Headteacher or member of the School’s Leadership Team
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**Person Specification**

The person specification shows the abilities and skills you will need to carry out the duties in the job profile. You should indicate clearly how you meet these requirements with examples of impact when you fill in your application form and supporting statement.

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| **Essential** | **Desirable** |
| **QUALIFICATIONS AND EXPERIENCE** |
| Good level of education to at least GCSE standards or equivalent including Maths and English grade A-C.  | First aid training.Safeguarding training.Experience of working in a school, working with childrenExperience of supporting children with SEND and English as an additional language. Willingness to undertake relevant training.To be committed to continual personal and professional development. |
| **SKILLS AND ABILITIES** |
| Competent in a range of IT tools.Good literacy and numeracy skills.Demonstrate good organisation skillsAbility to build effective working relationships with pupils and adults. Understanding the needs to children.Child development and the ways in which children learning.Understand the importance of safeguarding and promoting the welfare of children. The ability to remain calm in stressful situations. | Display work effectively and make and maintain basic teaching resources.The ability to monitor, record and make basic assessments about individual progress and write appropriate reports. |
| **PERSONAL QUALITIES** |
| Enjoyment of working with children.Ability to work in a team. Willingness to adopt a flexible approach.To be committed to equality, diversity and the inclusion of all. Professionally discreet and able to maintain confidentiality.Empathy with children.A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.Well organised, enthusiastic, energetic, and reliable.Self motivated and able to take initiative and responsibility. |  |

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an enhanced DBS check.