

**JOB DESCRIPTION & PERSON SPECIFICATION (UPDATED DRAFT)**

**POST HELD:** Learning Support Assistant (Grade 3)

**RESPONSIBLE TO:** Headteacher and Governors

**RESPONSIBLE FOR:**

Contributing to the provision of high-quality learning and teaching to improve standards of pupil attainment and achievement.

**PURPOSE OF THE JOB**

Under the instruction / guidance of teaching/senior colleagues undertake work / care / support programmes to enable access to learning for pupils and assist the teacher in the management of pupils and the classroom. Whether with the whole class, a small group or an individual pupil, work may be carried out in the classroom or outside the main teaching area.

**SPECIFIC DUTIES / RESPONSIBILITIES**

To ensure the achievement of high standards of pupil attainment, behaviour and motivation by contributing to the provision of high-quality learning and teaching through:

**PUPIL SUPPORT**

- promoting pupils' development in a safe, secure and challenging environment;
- having high regard for the safety and well-being of pupils at all times;
- assisting with the development and implementation of Pupil Passports / Behaviour Plans and Personal Care programmes as relevant;
- meeting the physical/medical needs of pupils in accordance with Pupil Passports / Behaviour Plans and Personal Care programmes, if applicable, whilst encouraging independence wherever possible. (Medical needs to include the administration of medicines by mouth or other medical procedures provided appropriate training has been given by an appropriate person and individual member of staff is happy to do so.);
- developing an understanding of pupil's specific needs in order to help them learn as effectively as possible;
- establishing constructive relationships with pupils and interact with them according to individual needs;
- encouraging pupils to interact with others and engage in activities led by the teacher;
- setting challenging and demanding expectations and promoting self-esteem and independence;
- promoting inclusion and acceptance of all pupils;
- promoting good behaviour, dealing with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour;
- providing feedback to pupils in relation to progress and achievement under the guidance of the teacher;
- assisting in the supervision of pupils on outings and visits.

**TEACHER SUPPORT**

- liaising with teachers regarding planned daily / weekly activities and events;
- supporting the maintenance of a purposeful, orderly and supportive environment, in accordance with lesson planning and assist with the display of pupils' work if requested;
- working with other colleagues in the delivery of Pupil Passports / Behaviour Plans and Personal Care programmes, as appropriate;
- using strategies, in liaison with the teacher, to support pupils in achieving learning objectives;
- monitoring pupils' responses to learning activities and accurately record achievement / progress as directed;
- providing detailed and regular feedback to teachers, including information on pupils achievement, progress, areas for development, problems and so on;
- establishing constructive relationships with parents / carers, gathering and sharing information as requested;

- assisting with the planning and marking of learning activities, and maintain pupil records as requested;
- providing clerical / admin support, for example, photocopying, typing, filing, receiving and passing monies to the school admin team;
- administering and invigilating routine tests as required.

### **CURRICULUM SUPPORT**

- preparing and delivering structured and agreed learning activities / programmes, making adjustments according to pupil needs and responses;
- undertaking programmes linked to local and national learning strategies, recording achievement and progress and providing feedback to the teacher;
- supporting the use of ICT in learning activities and develop pupils' competence and independence in its use;
- prepare, maintain and use equipment / resources (both indoor and out,) required to meet the lesson plans / relevant learning activity and assist pupils in their use;

### **SCHOOL SUPPORT**

- contributing to the overall ethos / work / aims / of the school and work as a member of the staff team in all relevant activities to develop the school;
- being aware of and complying with all whole school policies and procedures, including those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- being aware of and supportive of difference and ensuring all pupils have equal access to opportunities to learn and develop;
- being a proactive member of the school and class team, supporting and encouraging pupils and colleagues;
- appreciating and supporting the role of other professionals;
- working alongside other professionals in assessing pupils' progress / needs;
- attending appropriate staff meetings as requested;
- updating knowledge regularly by participating in training, other learning activities and performance development as required;
- assisting with the supervision of pupils out of lesson times, including before and after school, at break times and / or when required;
- accompanying teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

### **GENERAL**

- To undertake other tasks as reasonably required by the Headteacher; that are commensurate with the grading and designation / responsibilities of the post.

<b>PERSON SPECIFICATION</b>	<b>Essential</b>	<b>Desirable</b>
1. 4 GCSEs or equivalent, (including English and Maths)	✓	
2. NVQ Level 2 or above qualification appropriate to the post		✓
3. Experience of working with or caring for children in a school setting, in groups and 1:1	✓	
4. Experience of supporting the needs of all pupils including those with special educational needs, vulnerable groups and able, gifted and talented pupils		✓
5. Ability to operate at a level understanding and competence equivalent to NVQ Level 2 standard		✓
6. Experience of implementing strategies for developing writing, reading and number skills and delivering interventions to support learning, for example, Springboard, Accelerated Acceleratewrite, Max's Marvellous Maths		✓
7. Ability to relate well to children	✓	
8. Ability to supervise and assist pupils	✓	
9. Ability to contribute to the maintenance of high standards of discipline and behaviour throughout the school, encouraging social skills and adhere to defined standards	✓	
10. Commitment to sustaining a safe, secure and healthy school environment	✓	
11. Commitment to nurturing and caring for children from all backgrounds	✓	
12. Knowledge of roles and responsibilities played by various adults in a child's education	✓	
13. Understanding of how children learn and how to motivate them	✓	
14. First Aid Certificate		✓
15. Knowledge of the National Curriculum	✓	
16. Understanding of pupil attainment, progress, tracking and assessment	✓	
17. Good numeracy and literacy skills	✓	
18. Good written and oral communication skills	✓	
19. Good interpersonal skills	✓	
20. Ability to discreetly reinforce teaching points during teacher input, clear up misunderstandings and sort out misconceptions with due thought for pupils self-esteem	✓	
21. Good ICT skills and knowledge of how new technologies support teaching and learning		✓
22. Ability to build good relationships to work as part of a team	✓	
23. Time management: ability to prioritise, plan and organise	✓	
24. Organisational skills / initiative	✓	
25. Personal Characteristics: calmness, confidentiality, empathy, enthusiasm, flexibility, reliability	✓	
26. Experience of administration work, including working with IEPs, maintaining SEN records, display		✓
27. Good health record (not including disability related absence)	✓	
28. Safeguarding training		✓
29. Evidence of Continuing Professional Development		✓
30. Take an active involvement in planning		✓
31. CRB / DBS Clearance post appointment	✓	