

Job Description: Learning Support Assistant

Purpose of job

To work under the instruction and guidance of teachers and senior staff to undertake work, care and support programmes to enable access to learning for all pupils. To assist the teacher in the management and organisation of pupils and the classroom. To perform any additional particular duties as may be reasonably assigned by the Headteacher. To promote the vision, aims and values of the school.

Support for Pupils

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education and/or Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- Assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement and progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents and carers where appropriate
- Provide clerical and admin support e.g. photocopying, typing, filing etc. where appropriate

Support for the Curriculum

- Undertake structured and agreed learning activities and teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to learning strategies and provide feedback to the teacher
- Support the use of computing in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment and resources required to meet the relevant learning activity and assist pupils in their use

Support for the School

- 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
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime (where appropriate)
- Accompany 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

Person Specification: Learning Support Assistant

Attributes	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • NVQ Level 2 or equivalent • Secure English and mathematics skills (in order to be able to support children up to Year 6) 	<ul style="list-style-type: none"> • Training in relevant learning strategies e.g. improving reading • Safeguarding training
Experience	<ul style="list-style-type: none"> • Experience of working with children of relevant age in a school or similar environment. 	<ul style="list-style-type: none"> • Experience in a Learning Support Assistant role
Knowledge and Skills	<ul style="list-style-type: none"> • Effective use of ICT to support learning • Understanding of relevant policies, codes of practice and awareness of relevant legislation • Basic understanding of child development and learning • Ability to self-evaluate learning needs and actively seek learning opportunities • Effective communication skills with both children and adults • Ability to make decisions quickly to ensure the safety of children • Understanding of the importance of confidentiality and discretion • Ability to follow instructions accurately but also to show initiative and make good judgements when required • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these 	<ul style="list-style-type: none"> • Use of other equipment technology – video, photocopier • General understanding of national curriculum / foundation stage curriculum
Personal characteristics	<ul style="list-style-type: none"> • Ability to relate well to children and adults • Flexible attitude to work and willingness to support colleagues • A helpful and positive nature with a calm and caring disposition • Hardworking, conscientious and flexible • Adaptability and the skills to work in harmony with a range of individuals • Commitment to the safeguarding and welfare of all pupils 	