

William Torbitt Primary School

Job Description

Learning Support Assistant (Level 2)

LBR 3 (SCP 14-17)

Purpose of the job

To work under the instruction/guidance of teaching/senior staff to undertake work/care/ support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

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/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 and 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/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
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin. support e.g. photocopying, filing, etc, as necessary.

SUPPORT FOR THE CURRICULUM
<ul style="list-style-type: none"> • Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses • Undertake programmes linked to local and national learning strategies, recording achievement and progress and feeding back to the teacher • Support the use of ICT in learning activities and develop pupils' competence and independence in its use • Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
SUPPORT FOR THE SCHOOL
<ul style="list-style-type: none"> • 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 difference, and ensure all pupils have equal access to opportunities to learn and develop • Contribute to the overall ethos/work/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 school on wet mornings and wet playtimes • 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

Duties and responsibilities of the post may change over time as requirements and circumstances change.

The above mentioned duties are neither exclusive nor exhaustive, and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.

Signed _____

Date _____

Learning Support Assistant (Level 2)

Person Specification

Experience	<ul style="list-style-type: none"> • Working with or caring for children of relevant age • Experience of working in a primary school setting
Qualifications	<ul style="list-style-type: none"> • Good numeracy/literacy skills, to GCSE grade C or equivalent or experience • NVQ 2 or above for Teaching Assistants or equivalent qualifications or experience • Training in relevant learning strategies e.g. phonics, mathematical written methods, reading
Knowledge & Skills	<ul style="list-style-type: none"> • Ability to support children of all abilities in reading, writing and maths individually and in groups • Effective use of ICT to support learning • Use of other equipment technology – photocopier, i-Pads • Understanding of relevant policies/codes of practice and awareness of relevant legislation • General understanding of the National/Early Years Foundation Stage curriculum and other basic learning programmes/strategies • Basic understanding of child development and learning • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to motivate and encourage pupils • Ability to observe and monitor progress and maintain adequate records • Ability to relate well to children and adults • Ability to deal with challenging behaviour in a calm and systematic way • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
Personal Attributes	<ul style="list-style-type: none"> • Good communicator • Conscientious and takes a pride in one's work • Smart, professional appearance • Calm approach • A total commitment to issues of confidentiality • Empathetic nature • Enthusiastic, with a positive 'can-do' attitude • Adaptable and flexible • Demonstrates initiative in the classroom and beyond • Friendly, supportive and respectful manner towards staff, pupils parents/carers and members of the school community • Works well as part of a team • Shows dedication and commitment to the aims and ethos of the school • Willingness to be involved in all aspects of school life