

Job Description

Academy	Birstall Primary Academy
Job title	Learning Support Assistant (1:1)
Grade	Grade 5
Accountable to	Principal
Line manager	Class teacher / teachers, or Inclusion Manager, or SLT.

Purpose of the role

- To work under the guidance of the Headteacher, Assistant Headteacher and teaching staff.
- 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, for specified periods of time.

Main Duties:

Provide support for learning activities

- To use learning strategies, to support pupils to achieve learning goals
- To prepare resources to support pupils in accessing their learning.
- To undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupils' responses.
- To undertake programmes linked to learning strategies in, for example, literacy, numeracy, early years, recording achievements and progress
- To provide feedback to pupils in relation to progress and achievement.
- To assist with the planning of learning activities
- To supervise and provide specialised support for pupils, including those with special needs, ensuring their safety and access to learning
- To encourage pupils to interact with others and engage in activities led by the teacher.

Supporting children's development

- To assist with the development and implementation of individual educational/behaviour plans and personal care programmes
- To establish constructive relationships with pupils and interact with them according to the individuals needs
- To promote the inclusion and acceptance of all pupils.
- To set challenging and demanding learning expectations
- To promote confidence and independence in pupils
- To establish constructive relationships with parents and carers
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To support pupils with their medical and physical needs through the implementation of therapy programmes
- To assist with the supervision of pupils out of lesson times, including lunchtimes.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required.

Use ICT to support children's learning

- To support the use of ICT in learning activities and develop pupil's competence and independence in its use

Observe and report of children's performance

- To monitor pupils' responses to learning activities and accurately record achievement /progress.
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.

Learning environment

- To create and maintain a purposeful, orderly and supportive learning environment, in accordance with lesson plans.
- To prepare, create and maintain displays of pupil's work, class room themes and other learning activities
- To prepare, maintain and use equipment/resources to meet the lesson plans/relevant learning activities and assist pupils in their use.
- To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- To implement the academy's behaviour policy in a fair and consistent manner

Administration

- To provide clerical/administrative support - photocopying, typing, filing, etc.
- To administer routine tests and invigilate exams and undertake routine marking of pupils' work

Provide support for pupils with sensory and /or physical impairment

Fulfill wider professional responsibilities

- Make a positive contribution to the wider life and ethos of the Academy and the Trust.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- Liaise with external agencies with regard to pupil progress, safety and welfare.
- Work with other staff across the Trust and in other maintained Schools or other Academies.
- Communicate effectively with parents with regard to pupils' achievements and well-being.
- To attend relevant meetings as required
- To participate in training and other learning activities and performance development as required.
- To 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.

Personal and professional conduct

A Teaching Assistant is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a Teaching Assistant's career.

Teaching Assistants uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the Academy, by:

- treating pupils, staff, parents and visitors with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to an adult working in an Academy environment;
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others;

- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs; and
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Professionals working in the Focus-Trust must have proper and professional regard for the ethos, policies and practices of the Academy and the Trust, and maintain high standards in their own attendance and punctuality.

Professionals must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities; and within the policies, handbooks and guidelines of the Academy and of the Focus-Trust.

General

The post holder will:

- Be expected to actively support work and ethos of the Focus-Trust.
- Be expected to undertake such additional duties as may reasonably be requested by the Principal or their representative.
- Respect confidentiality of staff, pupils, families and visitors and not breach this trust. Any breaches of confidentiality must be reported to the Principal immediately.
- Participate in arrangements for appraisal and in the identification of areas in which s/he would benefit from training and undergo such training.
- Proactively keep abreast of developments in relation to the post, and whenever possible and appropriate, attend professional development opportunities.
- Comply with and support all policies related to equal opportunities, child protection and safeguarding of children and colleagues.

This job description is neither exhaustive nor exclusive, and it may, after consultation with the post holder be subject to modification and amendment in accordance with the needs of the academy.

Signed Post holder

Signed Principal

Dated

Person Specification for Teaching Assistant 1:1

Pay Band: Grade 5

Essential Criteria	How Identified	Desirable Criteria	How Identified
Skills: Good Numeracy / Literacy skills Effective use of ICT to support learning Ability to relate well to children and adults Ability to work constructively as part of a team. Be calm and able to work under pressure with the ability to adapt quickly. Organisational abilities and accurate record keeping skills.	Application form and selection process.	First aid training/training as appropriate Ability to self evaluate learning needs and actively seeks learning activities	Provide evidence by producing certificate.
Knowledge and Understanding: Policies/codes of practice and awareness of relevant legislation Basic understanding of children's development and learning Good understanding of child development and behaviour management General understanding of national/foundation stage curriculum and other basic learning programs /strategies	Application form and selection process.	Appropriate knowledge of first aid. To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Working with or caring on a 1:1 basis for children of relevant age. Knowledge of SEN and inclusion issues.	Application form and selection process.
Qualifications / Training NVQ 2 for teaching assistants or appropriate level of experience of operating in the classroom environment	Application form and selection process.	GCSE Maths and / or English grades A-C Specialist training such as Manual Handling, Positive Handling of pupils.	Application form and certificate.

Training in using relevant learning strategies.			
---	--	--	--