

**JOB DESCRIPTION**

<b>ROLE TITLE</b>	Enrichment Learning Support Assistant
<b>LOCATION</b>	Abbots Green Academy (may be deployed across the Trust)
<b>GRADE / SCALE POINT – SALARY</b>	Grade 2 (above the bar)
<b>REPORTING TO</b>	Key Stage Leader / Senior Leadership Team

**INTRODUCTION**

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

**JOB PURPOSE**

To assist pupils needs in individual classrooms, library and wraparound care provision.

**KEY TASKS & RESPONSIBILITIES**

**Within our classrooms**

- To understand the principles and content of the National Curriculum and know how to put them in to practice.
- To maintain confidentiality at all times.
- To be flexible, responsible and caring; undertaking other duties where needed such a preparation of snacks and resources.
- To demonstrate positive values, attitudes and behaviour.
- To read, understand and follow all policies and procedures.
- To work in partnership with parents/carers to facilitate end of the day communications.
- To have a commitment to working collaboratively and cooperatively as part of a wider school team.
- To have excellent communication skills with both adults and children.
- To be organised, reliable, conscientious and honest.
- To be inspiring and enthusiastic.
- To help establish and sustain a safe, welcoming, purposeful, stimulating and encouraging environment where children feel confident and secure and are able to develop and learn.
- To select, prepare and use a range of resources suitable for group activities for children's abilities, taking account of diversity and promoting equality and inclusion.
- To promote positive behaviour, self-control and independence through the implementation of effective whole school strategies.

**Within our Library**

- Help pupils find the books they need
- Show pupils how to independently find the books they need
- Keep the library clean and tidy and enticing

- Organise displays about books and authors to promote a love of learning
- Organise and plan reading competitions
- Check books in and out of the library
- Explain use of library facilities, resources, equipment, and services, and provide information about library rule
- Promote enjoyment in reading for all Abbots Green pupils
- Develop the role of Junior Librarians throughout the school, as well as reading ambassadors to promote a love of reading
- Organise and lead targeted book groups/ Kindl club for pupils as appropriate

#### **Within our Sunsetter provision**

- Day to day running of the after school provision including setting up to create a welcoming, relaxed informal environment and tidying away.
- Accurate completion of the club register, and other records as directed.
- Ensuring all staff are aware of medical needs with first aid, medicines and care plans accessible for staff
- Supervising children (from Reception to Year 6) during their attendance at the club to ensure they are content and happy.
- Interacting with the children and guiding them in fun, exciting and stimulating leisure activities and games.
- Modelling the Abbots Green positive behaviour policy
- Providing age-appropriate support and care to all children as required while respecting diversity e.g. language; culture; race; ability.
- Establishing and maintaining positive relationships with the children and their parents/carers.
- Preparing and serving a healthy snack to children
- Ensuring a safe, secure and hygienic environment for all.
- Liaising with class teachers as appropriate.
- Liaising with parents/carers on arrival at the club, including communicating any messages received to the appropriate person.
- Adhering to school procedures and policies including behaviour and the reporting of safeguarding concerns.
- Prompt reporting of any accidents, incidents or other health and safety concerns.
- Prompt reporting of any losses or damage to school property.
- Maintaining a positive and professional image of the club and its aims.
- Liaising with wider staffing team to utilise the use of space for clubs and lettings
- To promote a professional dialogue between home and school, ensuring staff are aware of any concerns/ messages
- Assisting in the further development of the club with the Operations manager/SLT

*This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.*

## **SAFEGUARDING**

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

## **GENERAL**

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

**PERSON SPECIFICATION**

**LEARNING SUPPORT ASSISTANT**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Technical or Specialist</b>	<p>Knowledge and use of a range of classroom equipment</p> <p>Experience of working in a school</p>	<p>Experience of working with pupils</p> <p>Basic knowledge of first aid</p> <p>Experience of carrying out interventions</p> <p>Experience of working with a child on a one to one basis</p>
<b>Literacy and Numeracy</b>	<p>Ability to read and understand instructions</p> <p>Ability to complete basic paperwork</p> <p>Understanding of how to teach phonics</p>	
<b>Organisational</b>	<p>A commitment to the schools vision and values, showing a positive attitude at all times</p> <p>Ability to flexible and adaptable to support needs across the school.</p>	<p>Knowledge of school policies and procedures</p>
<b>Research</b>	<p>Assist teacher with information gathering and resources as appropriate</p>	<p>Evidence of training showing a commitment to improving skill set by further training opportunities</p>
<b>Problem Solving</b>	<p>Ability to recognise and resolve or report problems</p>	
<b>Creative Thinking</b>	<p>Assist teacher in creating a positive learning environment</p>	
<b>Interpersonal and Communication</b>	<p>Sensitivity to pupils' needs</p> <p>Advising and guiding pupils on the best way to handle situations under the teacher's direction</p> <p>Ability to communicate clearly</p> <p>Ability to encourage participation and give feedback to pupils</p>	<p>Experience and understanding of working within a nurturing environment or a trauma informed school</p>
<b>Keyboard</b>	<p>Ability to use ICT to advance pupils' learning and ability to use ICT tools for own benefit</p>	
<b>Manual Skills</b>	<p>Use of craft knives, glue guns etc when displaying work or assisting pupils in practical lessons</p> <p>Help pupils to use tools and equipment as required to support learning</p>	
<b>Level of Autonomy</b>	<p>Work is covered by set policies and procedures</p> <p>Able to work with small groups of pupils when carrying out specific tasks or on field trips etc</p> <p>Able to supervise larger numbers of pupils when on duty break / lunchtime</p>	
<b>Additional</b>	<p>Able to make decisions on when to refer queries / problems to teaching staff or line manager</p>	<p>Experience of covering a class to support with absence and time tabled changes.</p>

	Flexible in supporting the needs of the school and which year group time is spent in	
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