Job Description: KS1 Learning Support Assistant

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| **Job Title** | KS1 LEARNING SUPPORT ASSISTANT – Scale 4 |
| **Responsible to** | Head Teacher/Deputy Head/SENCo/Designated Teacher |
| **Main Purpose** | To work under the instruction and guidance of teaching staff, to implement agreed programmes of work with pupils (group or individuals), in or out of the classroom.  |
| **Duties & Responsibilities** | * To provide care and support for the pupil, to ensure their safety and well-being.
* To encourage enjoyment, enthusiasm and independence in learning.
* To contribute to the development of confident, caring pupils who show a sense of responsibility and pride in themselves and the school.
* To assist in the provision of a welcoming, stimulating environment.
* To assist in the smooth running of the school.
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| **Supporting Pupils** |
| * To aid in planning, to deliver and implement work programmes to pupils under the direction and supervision of the teacher, enabling them to achieve maximum access and participation to the curriculum and to make good progress from their start points.
* To establish a constructive working relationship with children, setting reasonable expectations and acting as a positive role model to all students.
* To promote the inclusion and acceptance of all pupils within the classroom.
* To encourage pupils to interact and work co-operatively with others.
* To promote independence, confidence and self-esteem.
* To provide positive feedback and praise to pupils in relation to progress and achievement.
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| **Supporting the Curriculum** |
| * To deliver learning activities to the children.
* To liaise with other personnel and take responsibility for maintenance/quality/safety of specialist equipment.
* To organise lesson resources and equipment as required.
* To carry out copying, laminating and other classroom related admin tasks as required.
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| **Supporting the Teacher** |
| * To work under the direction of the teacher and to be involved in the planning, monitoring and evaluation of pupil learning.
* To assist, with the class teacher (and other professionals as appropriate) in the development of suitable programmes of support (IEPs).
* To contribute to the maintenance of pupils’ progress records.
* To participate in the evaluation of the support programme.
* To provide regular feedback about the pupil to the teacher.
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| **Supporting the School** |
| * 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.
* To contribute to the overall ethos/work/aims of the school.
* To attend relevant in-service training.
* To undertake out of school learning activities as required eg. school visits, swimming lessons etc.
* To carry out break duty supervision in accordance with the rota
* To carry out tasks as required to support the smooth and efficient running of the classroom and school
* To carry out any other tasks as reasonably directed by the Head teacher.
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**Five Elms Primary School is committed to creating a diverse workforce. We’ll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.**



# Person specification

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| criteria | qualities |
| **Qualifications and training** | * GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths
* First-aid training, or willingness to complete it
* NVQ Level 3 Teaching Assistant or equivalent
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| **Experience** | * Experience working in a school environment or other educational setting
* Experience working with children / young people
* Experience planning and delivering learning activities, particularly phonics
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| **Skills and knowledge** | * Good literacy and numeracy skills
* Good organisational skills
* Ability to build effective working relationships with pupils and adults
* Skills and expertise in understanding the needs of all pupils
* Knowledge of how to help adapt and deliver support to meet individual needs
* Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils
* Knowledge of phonics and the ability to support children effectively to learn phonics and early reading
* Excellent verbal communication skills
* Active listening skills
* The ability to remain calm in stressful situations
* Knowledge of guidance and requirements around safeguarding children
* Good ICT skills, particularly using ICT to support learning
* Understanding of roles and responsibilities within the classroom and whole school context
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| **Personal qualities** | * Enjoyment of working with children
* Sensitivity and understanding, to help build good relationships with pupils
* A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school
* Commitment to maintaining confidentiality at all times
* Commitment to safeguarding pupil’s wellbeing and equality
* Resilient, positive, forward looking and enthusiastic about making a difference
* Capacity to inspire, motivate and challenge children and young people
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