

Learning Support Assistant
Job Description and Person Specification



Salary: Grade 2 SCP 3-5

Responsible to: headteacher

Main purpose of the job:

To assist teachers in a range of duties to support the educational needs of identified pupils in the classroom.

The job or duties may vary or be amended from time to time without changing the level of responsibility associated with the post.

Duties and responsibilities:

Support for pupils:

1. To aid effective learning through working with individuals or groups of pupils.
For example by:
 - Clarifying and explaining instructions
 - Ensuring pupils are able to use equipment and materials provided
 - Motivating and encouraging pupils as required
 - Liaising with the class teachers and coordinator for inclusion
 - Developing appropriate resources and plan activities to support pupils
2. To encourage the acceptance and inclusion of pupils with special needs, challenging behaviour and who have English as an additional language
3. To give support within the classroom, and on a withdrawal basis, on set targets
4. To help identified pupils to develop confidence
5. To actively encourage the development of pupils' independence
6. Supervise pupils on visits/trips and out of school activities in accordance with your contract

Support for teachers:

1. To make and assist with the preparation of materials and equipment for pupils
2. To assist the class teacher in the implementation of suitable programmes for pupils who need support in order to reach learning goals
3. To participate in the evaluation of the support programme
4. To assess individual pupils and mark work under the direction of the class teacher and Coordinator for Inclusion
5. To care for and comfort pupils in times of distress or difficulty
6. Create and maintain a purposeful and orderly learning environment in accordance with lesson plans and assist with the display of pupils work

Support for the school

1. To support the implementation of the school's procedures and policies, including Safeguarding and Health and Safety
2. To implement and be committed to Sefton's equal opportunities policy

3. To be aware of confidentiality issues in regard to home/pupil/teacher/school and to keep confidences appropriately
4. To establish relationships and communicate with other agencies/professionals to support achievement and progress of pupils
5. To provide pastoral support for pupils when needed
6. To attend in-service training when required
7. To support pupils at break and lunchtimes, in the form of playground duty as well as lunch clubs and activities
8. To support the daily routines of the school e.g. collecting class registers
9. To assist when classes have been split
10. Provide clerical/admin support e.g. photocopying
11. Any other tasks as directed by the Headteacher or Class Teacher that are consistent with the duties for the post.

Learning Support Assistant Personal Specification

Skill	Essential	Desirable
Level 2 qualification (minimum) or equivalent	✓	
Good numeracy and literacy skills (preferably Grade C+ in English and Maths)	✓	
Good level of spoken English (accurate pronunciation and grammar)	✓	
Good understanding of early years practice and child development	✓	
Good understanding of KS1/KS2 curriculum, school policies and procedures (relating to health and safety, equal opportunities and child protection/safeguarding)	✓	
Current Paediatric First Aid qualification		✓
Current Food Hygiene Certificate		✓
Experience of working with 2 year old children and completing 2 year old checks		✓
Experience of supporting pupils with SEND		✓
Experience of recording children's learning		✓
Experience of using assessment to plan next steps of children's learning.		✓
Ability to use Digital Media effectively		✓
Experience of delivering interventions to develop Communication and Interaction area of need		✓
Experience of outdoor learning		✓
Experience of implementing Phonics		✓
Good personal organisation, e.g. time management	✓	
Confidence, warmth, sensitivity, reliability and enthusiasm	✓	
Keen to extend own skills and develop professionally	✓	
Ability to work independently and as part of a team	✓	
Ability to use initiative in a range of situations	✓	
Ability to keep calm and be flexible in a range of situations	✓	

Ability to interact positively with pupils, parents and colleagues	✓	
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