

CHURCHILL CE PRIMARY SCHOOL

Learning Support Assistant JG3

JOB DESCRIPTION



PURPOSE OF THE JOB

To work under the direction of the Class Teacher and Special Educational Needs Co-ordinator (SENCO) to support pupils.

MAIN PURPOSE OF THE JOB

Be responsible for promoting and safeguarding the welfare of children you are responsible for and come into contact with.

1. Deliver classroom support for pupils planned with and supervised by teachers (individual and small groups).
2. Undertake activities as directed by teaching staff using differentiated resource materials in order to meet the needs of individual pupils. Participate in team planning and development & preparation of resources as appropriate. Liaise with outside agencies and follow appropriate intervention programmes to support pupils' achievement in the curriculum.
3. Keep records of work in order to provide feedback and general support. Contribute to the child's Individual Plans, if relevant.
4. Provide support to improve levels of inclusion and achievement for pupils with SEND through direct support for pupils.
5. Supervise playtimes and encourage appropriate friendships and play with the peers.
6. Form a positive relationship and responding to the pupils' individual needs as appropriate.
7. Attend to children's personal medical and hygiene needs, following their intimate care and /or medical plans (if appropriate). Liaise with members of the team and other relevant professionals and provide information about pupils as appropriate.
8. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
9. Establish good relationships with all pupils, acting as a role model and being aware of and responding appropriately to individual needs
10. Promote the inclusion and acceptance of all pupils
11. Encourage pupils to interact with others and engage in activities led by the teacher
12. Encourage pupils to act independently as appropriate
13. Support the role of parents / carers in pupil learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc.
14. Be responsible for promoting and safeguarding the welfare of children you are responsible for and come into contact with.

SUPPORT FOR THE SCHOOL

1. Develop and maintain working relationships with other professionals.
Work effectively with teachers, support team and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school. Provide effective support for all other members of the school team by sharing own knowledge and expertise in a professional and constructive manner

Take an active role in supporting and developing a culture of team working for the benefit of pupils, both individually and collectively

Participate in appropriate staff meetings and contribute to the development of policies and procedures related to classroom management.

2. Contributing to the management of pupil behaviour and security.

Contribute to the maintenance of school policies, which encourage positive pupil behaviour and implement agreed behaviour management procedures in the classroom. Have an awareness of child protection issues and policies.

3. Be aware of and understand the School's Equalities Information and Objectives and ensure at all times that the duties of the post are carried out in accordance with this.

Ensure compliance with all Health and Safety legislation and associated codes of practice and authority policies.

4. Liaise effectively with parents
Under the supervision of the classroom teacher, communicate with parents and other designated carers about the care and education of their children.

Promote partnership working between home and school and help the teacher to develop and maintain parental interest in their child's education.

5. Review and Develop own professional practice
Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing professional development.

6. To undertake any other duties commensurate with the grade of the post.

ADDITIONAL ROLES AND RESPONSIBILITIES

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004, Keeping Children Safe in education (KCSIE) and Safer Working Practices for those working with children and young people in education setting in relation to child protection and safeguarding children and young people.

To be aware of and comply with policies and procedures relating to safeguarding and child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

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 relevant meetings as required.

Participate in training and other learning activities and performance development as required.

PERSON SPECIFICATION

	Essential	Desirable
Relevant Experience	<ul style="list-style-type: none"> Some experience of working with primary age pupils. Some experience of working with children with SEND and SEMH needs, ideally in a school context 	<ul style="list-style-type: none"> Experience of working with primary aged pupils in a school. Experience of working with young people with Special Educational Needs Previous Learning Support Assistant (or similar role) experience
Qualifications/ training/ education	<ul style="list-style-type: none"> A good standard of education including a qualification in English and maths, equivalent to GCSE Grade A*-C or Level 2, on the national vocational framework. Willing to undertake Professional Development 	<ul style="list-style-type: none"> At least working towards NVQ/VRQ Level 2 Teaching Assistant Qualification
Skills, qualities and abilities	<ul style="list-style-type: none"> Compassionate and eager to be a champion for all children, especially the most vulnerable A passion for working with children and helping them to thrive in school (socially, emotionally and academically) Ability to work as a collaborative and positive team member Flexible and proactive Desire to learn and improve as a practitioner Reliable, motivated and resilient Excellent and effective communicator Punctual and ready to work at directed times The ability to communicate effectively - both verbally and in writing and to use language and other communication skills that students can understand and relate to The ability to respond calmly and constructively when dealing with students with SEND Ability to manage time effectively Willingness to seek advice and assistance to meet students' needs 	<ul style="list-style-type: none"> Willingness to play a full role in the school community e.g. occasional attendance at events beyond school hours, by Ability to demonstrate active listening skills Experience of adapting and modifying learning activities for pupils' needs Additional training or qualification's in supporting pupils with SEND. agreement.
General and specific knowledge	<ul style="list-style-type: none"> The ability to learn and use a range of strategies to deal with classroom and individual behaviour An understanding of and commitment to equality of opportunity in day-to-day working practices The ability to work as part of a team Awareness of literacy development. 	<ul style="list-style-type: none"> To have an understanding of Special Educational Needs and Disabilities
Safeguarding	<ul style="list-style-type: none"> A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults Be willing to familiarise yourself with school policies and procedures in relation to safeguarding and/or child protection 	