

Job Description

Learning Support Assistant Grade 3



Role

The post-holder's key role is to advance pupil learning in a range of classroom settings, which could mean working with individual pupils or small groups normally under the direction of a teacher, the Lead TA or the SENDCo or Assistant SENDCo.

Line Manager

The line manager for this post is the SENDCo.

Main tasks

Under the direction of and within an education plan provided by the classroom teacher:

- supervise the activities of individuals or groups of children including those with SEND to ensure their safety and facilitate their physical, social, intellectual and emotional development
- within competence, assist the teacher in the delivery of educational and developmental work programmes
- monitor and report individual children's progress, achievements, problems and developmental needs to the classroom teacher or designated supervisor as appropriate
- assist the classroom teacher in the planning of work programmes for individuals and groups of children
- assist the teacher with learning activities in the classroom mediating the work for specific students under the direction of the class teacher and supporting students in carrying out this work.
- carry out appropriate activities as planned within the classroom or with groups of pupils including administration of baseline tests
- display and present children's work and operate visual aids
- prepare and organise teaching resources including the checking and maintaining of classroom equipment and materials and control of stock within the classroom
- assist with the physical manipulation of objects and equipment
- undertake supervision, counselling and discipline of children and students, within the procedures of the school and/or service
- assist the teacher in liaising with parents and professionals such as speech therapists
- assist at an appropriate level with the provision of general care and welfare of children including: i) assistance with personal hygiene routine,

ii) the changing of soiled clothing including its disposal in the appropriate way; ii) assisting with children's injuries and **where qualified**, administering basic first aid; iv) (following consultation and agreement) to assist with the administering of medicines under the direction of the appropriate medical staff; v) assist with the identification and monitoring of children's general health and welfare.

- provide support for the Literacy and Numeracy Strategies
- assist in the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists
- contribute to meetings to discuss the progress of specific students
- assist with the provision of general care and welfare to pupils and to be mindful of the need to maintain a safe environment at all times.
- adhere to and maintain school routine, codes of conduct and ethos in particular using praise and encouragement to motivate students
- assist with the support of group activities within and beyond the classroom e.g. PE, swimming, educational visits
- maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- carry out specifically assigned tasks e.g. oversight and support for coursework in a particular subject
- work with individuals or small groups of students who are withdrawn from normal lessons.
- liaise with one or more Curriculum Team Leaders over support and materials.
- supervise students at Break and lunchtime as required.

Additional responsibilities

This job description is not necessarily a comprehensive definition of the post. The post-holder is expected to carry out any other tasks that the Headteacher, SENDCo, Assistant SENDCo and/or Lead LSA may from time to time reasonably require. This job description allocates duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. It is a requirement of this post that personal holidays are taken during normal school holidays.

Person Specification



Qualifications/Training	Essential	Desirable
Level 2 qualification in Literacy and Numeracy (e.g. GCSE grade C or above in English and Mathematics)	✓	
NVQ Level 3 in Certificate for Teaching Assistants		✓
Evidence of on-going and relevant in-service training	✓	
Knowledge/Experience		
Competence in use of ICT including data tracking	✓	
At least 18 months working in direct contact with SEND students in secondary/upper primary ages	✓	
Experience of leading a small team, including running meetings and staff appraisals		✓
Experience of delivering small group interventions	✓	
A knowledge and understanding of recent developments in teaching and learning		✓
Skills/Abilities		
Willingness to support the Christian ethos and Character of the school	✓	
Ability to work under direction of the SENDCo/Assistant SENDCo	✓	
Ability to supervise students at social times (this may also include running enrichment activities)	✓	
Ability to manage student behaviour and learning during the absence of the teacher and in less controlled situations e.g. Break and Lunchtime	✓	
Ability to produce materials for lessons, individually or under direction	✓	
Good personal organisation and record-keeping	✓	
Ability to evaluate own work and develop practice to produce improvement, taking advice from colleagues	✓	
Good written and oral communication skills	✓	
Personal qualities which enable successful relationships to be built with students, colleagues, parents, governors	✓	
Integrity, sound professional judgement, ability to maintain confidentiality and loyalty	✓	
Drive, enthusiasm and willingness to initiate and contribute to new developments	✓	
Willingness to participate in relevant training and development	✓	
Willingness to operate as part of a team, carrying out tasks beyond the envisaged job description when occasion demands	✓	
Ability to work under pressure	✓	
A good sense of humour	✓	