

Learning Support Assistant Level 2 - Job Description

Job title	Learning Support Assistant
Salary range	Grade C: Steps 1-5
Hours	32.5 hours per week term time only
Line management	To be determined
Job Purpose	
To provide learning and care support for students with special educational needs (SEN). This will involve working with the class teacher to plan and deliver activities and supporting students with routines, transitions and behaviour management. This will be achieved by a varied support pattern including 1:1 support, small group support, whole class support and further intervention support.	
Responsibilities	
Supporting students <ul style="list-style-type: none"> To establish a positive working relationship with students, promoting high self-esteem and independence Adapt communication styles to respond to students according to their individual needs Support students with their social, emotional and mental health needs, escalating concerns where appropriate using the schools reporting system (CPOMS) Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines in physical intervention Assist with the ongoing development and delivery of Educational Health Care Plans (EHCP) 	
Teaching and learning <ul style="list-style-type: none"> Contribute to the planning and setting of objectives Assist in producing resources for planned lessons Deliver activities to a small class, group of students or one to one with a student, confidently Through observations, provide regular feedback to class teachers/tutors on pupil progress, attainment and barriers to learning. Monitor, record and report on progress and attainment Assist and work with the class teacher in testing/assessments Supervise a class if the teacher is temporarily unavailable Provide feedback to students without reference to the class teacher Contribute to the overall ethos, aims and work of the school 	
Support for the school <ul style="list-style-type: none"> Communicate effectively with parents/carers under the direction of the class teachers Share knowledge and understanding of pupils with other school staff and educational professionals, so that informed decision making can take place Contribute to meetings with parents/carers by providing feedback on pupil progress, attainments and barriers to learning as directed by class teachers Undertake social time supervision as directed by Senior Leaders 	

<ul style="list-style-type: none"> • Collaborate and work with colleagues and other relevant professionals within and beyond the school • Develop effective professional relationships with colleagues
Professional Development <ul style="list-style-type: none"> • Ensure knowledge and understanding is relevant and up-to-date by reflecting on own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness • Seek opportunities to build the appropriate skills qualifications and/or experience needed for the role, with support from the school • Ensure all statutory training is completed as required • Take part in the school performance management procedures
Safeguarding <ul style="list-style-type: none"> • All staff are responsible for the safeguarding of children in line with the schools safeguarding (Child Protection) policy and Keeping children Safe in Education guidance • Utilise CPOMS to record any safeguarding or behaviour concerns • All staff are responsible for complying with relevant legislation e.g. Health & Safety and Fire Regulations

Notes:

This job description is not exhaustive, the post holder will be expected to undertake any other duties as required by their line manager and/or senior leadership team.

This job description may be amended at any time in consultation with the postholder.

Last review date: *May 2023*

Next review date:

Postholder's signature: _____

Date: _____

Learning Support Assistant Level 2 – Person Specification

Job Title	Learning Support Assistant – Level 2	
	Essential	Desirable
Qualifications and training		
Good standard of general education (GCSE Maths and English, or equivalent)	✓	
First Aid qualification (training will be provided)		✓
Experience		
Experience of working in a school environment		✓
Experience of working with people with Special Educational Needs		✓
Experience of planning and delivering learning activities		✓
Skills and knowledge		
Good literacy and numeracy skills	✓	
Excellent organisational skills with the ability to prioritise own workload	✓	
Ability to build effective working relationships with students and adults	✓	
Knowledge of how to assist adapting and delivering support to meet individual		✓
Excellent verbal communication skills	✓	
Can demonstrate sensitivity, tact and resilience when dealing with challenging circumstances	✓	
Ability to use different strategies to motivate and encourage students, providing guidance as necessary	✓	
Ability to work as part of a team and to be flexible in their approach to daily	✓	
Knowledge of guidance and requirements around safeguarding children		✓
Personal qualities		
Adaptable and flexible attitude	✓	
Enjoyment of working with children	✓	
Sensitivity and understanding, to help build good relationships with students	✓	
A commitment in achieving the best outcomes for all students and promoting the ethos and values of the school	✓	
Commitment to maintaining confidentiality at all times	✓	
Commitment to safeguarding students' well-being and equality	✓	
Resilient, positive and enthusiastic about making a difference	✓	
Well-developed interpersonal skills with a sense of humour enabling effective relationships with a variety of different people	✓	
Are trustworthy, reliable and punctual	✓	
Enthusiasm to embrace continuing professional development	✓	