JOB DESCRIPTION - LEARNING SUPPORT ASSISTANT

Grade	A1/B1
Annual Leave	Term time only working
Hours	Full Time (30 Hours) Part time requests will be considered
Conditions of Service	NJC conditions apply

Purpose of Job:

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Responsibilities:

To supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities. This may involve 1-1 support for high-needs pupils.

To assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.

To establish constructive relationships with pupils and interact with them according to individual needs.

To promote inclusion and acceptance of all pupils.

To encourage pupils to interact with others and engage in activities led by the teacher.

To set challenging and demanding expectations and promote self-esteem and independence.

To provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.

To use strategies, in liaison with the teacher, to support pupils to achieve learning goals.

To assist with the planning of learning activities.

To monitor pupil's responses to learning activities and accurately record achievement/problems as directed

Provide detailed and regular feedback to teachers on pupil's achievement

To promote good pupil behaviour dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

To establish constructive relationships with parents/carers

To administer routine tests and invigilate exams and undertake routine marking of pupils' work.

To provide clerical/administrative support – photocopying, typing, filing, administer coursework.

To undertake structured and agreed learning activities/teaching programmes – adjusting activities according to pupil responses.

To undertake programmes linked to local and national learning strategies - literacy, numeracy, early years – recording achievement and progress and feeding back to the teacher.

To support the use of ICT in learning activities and develop pupils' confidence and independence in its use.

To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

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 be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

To contribute to the overall ethos/work/aims of the school

To appreciate and support the role of other professionals.

To attend and participate in relevant meetings as required.

To participate in training and other learning activities and performance development as required.

To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.

To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

To ensure promotion and support of Equal Opportunities and Health & Safety

To undertake any other duties that are commensurate with the post.

Relationships:

The postholder will be required to work flexibly to deliver an efficient service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external "customers".

Physical Conditions:

The post is based at Crossley Street Primary School, Wetherby.

Crossley Street Primary School has full disabled access.

This post is subject to an enhanced Disclosure and Barring Service check and satisfactory references.

The school operates a non-smoking policy

Prospects:

Promotion

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion dependent upon normal staff movements and on the capabilities of the individual post holder.

Training

The school encourages training both 'in-house' and external to meet the needs of the individual and of the service.

Qualifications:

Experience of working in a childcare setting would be preferable, ideally at primary level.

EMPLOYEE SPECIFICATION:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates**.**

SKILLS	Ess	Des	MOA
Good numeracy/literacy skills	*		A & I T
Effective use of ICT to support learning	*		A & I
Able to use a range of office equipment (e.g. printers, photocopiers, fax).	*		A & I
Ability to relate well to children and adults	*		A & I
Work constructively as part of a team	*		A & I
Maths and/or English Grades GCSE A-C or NVQ2	*		A & C
First aid training/training as appropriate		*	A & C
Ability to self-evaluate learning needs and actively seek learning opportunities		*	A & I

KNOWLEDGE/QUALIFICATIONS/TRAINING	Ess	Des	MOA
Understanding of relevant policies/codes of practice and awareness of relevant legislation	*		A & I
Basic understanding of child development and learning	*		A & I
Working with or caring for children of relevant age	*		A & I
General understanding of national/foundation stage curriculum and other basic learning programmes/strategies	*		A & I

Completion of DfES Teacher Assistant Induction Programme Or equivalent qualifications or experience		*	A & IC
NVQ 2 for Teaching Assistants or appropriate level of experience of operating in the classroom environment		*	A & I/C

EXPERIENCE	Ess	Des	MOA
Experience of dealing with queries from a wide range of people		*	A & I
Experience in the use of the Google package		*	A & I
Experience of working as part of a team	*		A & I
Experience of organising work tasks and duties to meet appropriate service standards e.g. in terms of timeliness, accuracy and customer care		*	A & I

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		E & I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		E & I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		E & I
An ability to respect sensitive and confidential work.	*		E & I
Commitment to own personal development and learning.	*		E & I

METHOD OF ASSESSMENT(MOA)	A = Application Form T = Test I = Interview C = Certificate