



## **JOB DESCRIPTION**

**Title:** Learning Support Assistant (Primary)

**Grade:** TPLT 3

### **Main purpose of the role**

Working within a learning framework set by the classroom teacher(s), provide support for the individual and collective needs of pupils, which ensures that they have equality of access to opportunities to learn and develop.

To act as an integral part of the school staff team, and as such to make a contribution to the overall aims of the school, working within agreed policies and procedures.

### **Main Duties and Responsibilities:**

Work with specified groups of (or individual) pupils to achieve learning targets set by the classroom teacher. This involves understanding and respecting the learning styles and preferences of pupil(s) and using this knowledge to support the pupil(s) when working on their own or in groups. Assist pupils in accessing the curriculum.

Promote pupil well-being by encouraging them to develop good relationships with others, develop their self-reliance and self-esteem, help them to adjust to new settings and to practice good standards of health and hygiene.

Contribute to formal case discussions concerning the educational development of pupils with whom there is day to day classroom contact.

Work under the direction of the classroom teacher to ensure that all learning resources and materials are available and ready for use when needed. This involves the preparation, setting out and clearing away of teaching aids, during and between lessons. As well as the preparation of display materials involving photocopying or reprographics.

This responsibility includes the making and maintaining of simple teaching aids, such as arts and crafts material, the storage of educational resources including books, the care of any classroom livestock and the recording of radio and television programmes and the laundering of tea towels etc.

Assist the classroom teacher to plan how learning activities will be implemented, including determining own role in supporting the activities.

Share views and opinions with the classroom teacher about how well the activities achieved the learning objectives and contribute to the maintenance of pupil records by up-dating individual records as agreed with the teacher. Filing and storing the information for future use by the teacher.

Making sure that ICT equipment is available and ready to use when required, by liaison with appropriate technical staff where necessary, and helping the teacher and/or pupil(s) in the

practical application of programmes and equipment to ensure that it is used safely and effectively.

Assist the classroom teacher by maintain agreed written records of all school materials and equipment used in support of the pupils' learning and development, including responsibility for stock control and maintaining an audit of expendable materials.

### **Line management/supervisory duties and responsibilities**

The post holder will not have line management responsibility

### **Safeguarding responsibilities**

This role works directly with students and is therefore classed as regulated activity. Details of our Child Protection & Safeguarding Policy can be found on Access and is available on request.

Be committed to safeguarding and promoting the welfare of children and young people.

### **Work Demands**

Able to work to strict deadlines but also be flexible to deal with changing priorities and unforeseen circumstances which could be lengthy to resolve.

### **Physical Demands**

Normal physical effort required.

### **Working Conditions**

Role is classroom based but may include visiting schools within the Trust for meetings and training.

### **Expectations of Jobholder**

Be aware of and comply with all Trust policies as well as individual academy policies and procedures.

Contribute to the management of student behaviour and security.

Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.

Demonstrate professionalism towards sensitive and confidential information.

Commit to professional self-development, through participation in training, to include any necessary health and training and annual safeguarding training.

Undertake such other duties as are commensurate with the grade of the post.

This job description only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and may be reviewed annually.

**Skills/Qualifications**

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

## Person Specification

**Job Title:** Learning Support Assistant (Primary)

| Assessment criteria  | Essential   | Desirable   |
|--|---|---|
| <b>Qualifications</b>  | Candidate will have a qualification in Literacy and Numeracy equivalent to GCSE Grade A-C or Level 2, on the national vocational framework.   | NVQ/VRQ Level 2 Teaching Assistant qualification or willingness to undertake  |
| <b>Experience</b>  | Previous experience of working with children in an educational setting.   | Experience as a Learning Support Assistant in a school with a specialism in specific developmental or behavioural initiatives |
| <b>Skills</b>  | Excellent and effective communication skills.<br><br>Good basic ICT skills.   |   |
| <b>Knowledge</b>   | Some knowledge of Child Protection procedures and SEND code of practice.  |   |
| <b>Personal competencies, qualities, attitude and behaviours</b> | Motivation to work with children and young people.<br><br>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.<br><br>Emotional resilience in working with challenging behaviours.<br><br>Positive attitude to use of authority and maintaining discipline. |   |

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|---------------------|---|--|
| <b>Equality</b>     | <p>An understanding, acceptance and commitment to the fundamental principles of an equal opportunities.</p> <p>To work in a way that promotes equality of opportunity and respect for diversity.</p>  |  |
| <b>Safeguarding</b> | <p>Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p> <p>To work in a way that promote the safety and well-being of children and young people.</p> |  |