

JOB DESCRIPTION

ROLE TITLE	Learning Support Assistant, to be deployed throughout the school
CONTRACTED HOURS	Part time, Permanent - 32.5 hours per week, 38 weeks per year
LOCATION	Abbots Green Academy
GRADE / SCALE POINT – SALARY	Grade 3, SP 4-6
REPORTING TO	Senior Leadership Team/ Head teacher

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

To support pupils to raise their level of educational attainment and to develop social skills and understanding. To support pupils to learn as effectively as possible both in group situations and individually.

KEY TASKS & RESPONSIBILITIES

Support for Pupils:

Under the teacher's instruction:

- Use a wide range of opportunities to develop pupils learning across the curriculum
- Clarify and explain instructions/ expectations;
- Support learning interventions in class and throughout the school to ensure children access learning effectively
- Motivate and encourage pupils with the Abbots Green vision and ethos at the heart of all that you do
- Undertake basic first aid and administer medication in accordance with the relevant school policy and procedure
- As appropriate, look after unwell/upset pupils and attend to physical/ medical needs
- Support learning and development by accompanying and working with pupils outside the classroom on trips, visits and other activities under the instruction of the class teachers.
- Work with pupils either 1-1 or in small groups some of whom may have Special Education Needs
- Work as part of our after school provision to provide a purposeful,, engaging, organised environment

Support for Teachers

- Liaise with the class teachers, to ensure clear understanding of tasks and responsibilities and how these will be operated in practice to promote the best outcomes for pupils;
- Build strong relationships with staff and children to ensure that channels of communication are effective and professional throughout the school
- Maintain a purposeful, orderly and supportive environment for learning;

- Assisting the class teacher in supporting pupils, enabling access to the curriculum;
- Assist the class teacher in preparation of resources and displays;
- Support and assist the class teacher by actively engaging with pupils to positively promote and enforce the school's behaviour policy, visions and values
- Monitor pupil's performance, providing regular feedback about the child to the teacher;
- Supervise pupils on the playground and elsewhere on the school site and premises as required as part of the school's agreed duty rota;

Team Working and Personal Professional Development

- Attend and participate in staff training meetings whole school PD days as appropriate
- Keep up to date with school policies and procedures;
- Liaise, advise and consult with other members of the staff team, supporting children when asked to do so;
- Undertake tasks to support the curriculum and assist with events organised as part of the wider curriculum across the school
- Follow Health and Safety procedures at all times, particularly with regard to pupil safety and that of staff colleagues;
- Be aware of and maintain full understanding of procedures to follow in the event of an emergency, ie first aid
- Keep up to date with and follow, Safeguarding / Child Protection procedures.
- Support in leading an after-school club as required
- To share the school vision and commitment to growing your role and skill set as part of the AG community

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.

6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
KNOWLEDGE		
Technical or Specialist	<ul style="list-style-type: none"> • NVQ or equivalent in a relevant subject • Knowledge and use of a range of classroom equipment • Experience of working in a school 	<ul style="list-style-type: none"> • Knowledge of School / Trust Computer systems • Experience of working with pupils • Basic knowledge of first aid • Experience of carrying out interventions • Experience of working with a child on a one to one basis
Literacy and Numeracy	<ul style="list-style-type: none"> • Secondary education up to GCSE level or equivalent • Ability to set out letters / documents and to use grammar correctly • Able to carry out basic calculations accurately • Computer literate • Able to main routine records e.g. school meals, sale of tickets, supplies. • Ability to read and understand instructions • Ability to complete basic paperwork • Understanding of how to teach phonics 	<ul style="list-style-type: none"> • Competent and confident in use and interpretation of databases and spreadsheets.
Organisational	<ul style="list-style-type: none"> • A commitment to the schools vision and values, showing a positive attitude at all times • Ability to flexible and adaptable to support needs across the school. 	<ul style="list-style-type: none"> • Knowledge of Trust's administrative procedures e.g. ordering / incoming and outgoing post • Knowledge of school policies and procedures
Equipment / Materials	<ul style="list-style-type: none"> • High level, accurate keyboard skills. • Able to use / operate general office equipment e.g. printers, photocopiers, binder, computers 	
Research	<ul style="list-style-type: none"> • Able to use the internet effectively for routine research • Assist teacher with information gathering and resources as appropriate 	<ul style="list-style-type: none"> • Evidence of training showing a commitment to improving skill set by further training opportunities

Problem Solving	<ul style="list-style-type: none"> • Ability to check stock deliveries accurately • Ability to resolve a range of day-to-day problems, using own initiative. • Know when it is appropriate to refer upwards 	
Creative Thinking	<ul style="list-style-type: none"> • Design and produce documents / advertisements etc • Assist teacher in creating a positive learning environment 	
Planning	<ul style="list-style-type: none"> • Organised and methodical approach to admin tasks • Ability to manage and coordinate projects and in-house events 	
Interpersonal and Communication	<ul style="list-style-type: none"> • Tact and diplomacy second nature • Articulate with a good grasp of the English language • Patience and tolerance when dealing with parents / pupils who may be upset or appear unreasonable • Understanding of the necessity and ability to maintain absolute confidentiality • Pleasant and helpful telephone and face-to-face manner • Ability to function effectively as part of a team • Sensitivity to pupils' needs • Advising and guiding pupils on the best way to handle situations under the teacher's direction • Ability to communicate clearly • Ability to encourage participation and give feedback to pupils 	
Keyboard	<ul style="list-style-type: none"> • High level keyboard skills • Ability to use ICT to advance pupils' learning and ability to use ICT tools for own benefit 	
Manual Skills	<ul style="list-style-type: none"> • Routine manual handling skills • Use of craft knives, glue guns etc when displaying work or assisting pupils in practical lessons • Help pupils to use tools and equipment as required to support learning 	
Level of Autonomy	<ul style="list-style-type: none"> • Able to make day-to-day decisions about own workload, within clear guidelines and procedures. Supervisory assistance is available most of the time. 	<ul style="list-style-type: none"> • Experience of covering a class to support with absence and time tabled changes.

	<ul style="list-style-type: none">• Able to work with small groups of pupils when carrying out specific tasks or on field trips etc• Able to supervise larger numbers of pupils when on duty break / lunchtime• Able to make decisions on when to refer queries / problems to teaching staff or line manager• Flexible in supporting the needs of the school and which year group time is spent in	
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