Job Description – Learning Support Assistant

1. DESCRIPTION: Wexham Court Primary School

1.1 Post Title: Learning Support Assistant

1.2 MAIN PURPOSE OF JOB

To work with the teacher in class to help to raise the standards of achievements for all pupils. To foster the participation of pupils in the social and academic processes of the school; and to enable them to become more independent learners.

1.3 MAIN ACCOUNTABILITIES

1. Work with small groups or individual pupils to enable learning.
2. Develop and use knowledge and skills e.g., literacy, numeracy or science, to contribute to pupil learning.
3. Assist with the planning, preparation and development of work programmes for groups/individuals. Prepare resources to support a range of learning activities.
4. Organise and maintain the learning environment and take responsibility for aspects of class organisation, administration and display.
5. Monitor, evaluate and record pupil progress and report this as directed.
6. Provide support to the teacher by accompanying pupils on off-site activities.
7. Work as part of a team to ensure that the wellbeing, behaviour and personal development of pupils enhances their learning opportunities and life skills.
8. Maintain confidentiality.
9. Awareness of safeguarding protocol and other policies and procedures adhering to them as appropriate.
10. Teach phonics daily to children, using programmes which have been assessed and adapted.
11. Attend INSET and develop the CPD gained in school.
12. Supervise the class.
13. Build good relationships with teachers and pupils creating a supportive environment, by being a good role model.
14. Encourage pupils to meet the standards of behaviour as laid out in the school's policies and procedures, and promote moral, social, cultural and spiritual understanding.
15. Willing to undertake a proactive approach to training and personal development to the benefit of the individual and the school.

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are directed by the Head Teacher, commensurate with the grade of the post.

Person Specification – Learning Support Assistant			
Competency		**Attributes – Child Focus, Development, Relationships, Personal Effectiveness, Expertise, Communication Skills**	**Essential/ Desirable**
Experience	1.1	Experience of working with pupils/children.	Essential
	1.2	Experience of working with pupils with special educational needs.	Desirable
	1.3	Experience as working as part of a team, preferably in a school.	Essential
	1.4	Experience of supporting teachers in carrying out assessment.	Desirable
Knowledge	2.1	Up to date knowledge of all areas of the primary curriculum.	Desirable
	2.2	Understanding of primary education which places great importance on pupil learning and pupil progress	Desirable
	2.3	A good understanding of legislation in relation to primary education.	Desirable
	2.4	Knowledge of child safeguarding procedures and first aid.	Desirable
	2.5	Knowledge on how to develop learning.	Desirable
Skills/ Abilities	3.1	Excellent verbal and written communication skills.	Essential
	3.2	Ability to work independently and within a team environment.	Essential
	3.3	Capable of using ICT.	Essential
	3.4	Able to work with pupils within school behaviour policy.	Essential
	3.5	Ability to take direction, and follow instructions and guidance.	Essential
	3.6	Able to undertake administrative procedures to support the work of the teacher and the organisation of the learning environment.	Essential
	3.7	Able to prepare resources for teaching and learning activities and create displays.	Essential
	3.8	Able to clarify and explain instructions to pupils and motivate them to learn.	Essential
Qualification	4.1	GCSE (or equivalent) Maths and English.	Desirable
	4.2	Willing to undertake continuing professional development training.	Essential
		The school is committed to safeguarding and promoting the welfare of children and young people and expects that all staff and volunteers to share this commitment. Safeguarding training and qualifications are compulsory for all teaching staff.	