



# Biggin Hill Primary School

Old Tye Avenue, Biggin Hill, TN16 3LY

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**Headteacher:** Kate Lawrence

## Job Description and Person Specification

**Job Title:** Learning Support Assistant  
**Location:** Biggin Hill Primary School  
**Reporting to:** Inclusion Manager  
**Grade:** NJC Scale 1 p.2-3

### MAIN PURPOSE OF THE JOB

The Learning Support Assistant will be a member of a multidisciplinary team, under the leadership and supervision of the SENDCo and teacher/senior staff; they will work with individuals/groups to supervise physical/general care of pupils, including those with SEN; enable access to learning for all pupils and assist the teacher in the management of pupils and the classroom.

### Job Description

- Work under the instruction/guidance of the SENCo to undertake educational/pastoral/support programmes.
- Support all pupils to access learning, including those with special educational needs.
- Establish constructive relationships to support progress.
- Contribute to and follow Individual Education/Behaviour Plans.
- Create engaging learning environments for all children.
- Prepare, maintain and use resources required to meet lesson objectives, proactively adapting steps where necessary, offering feedback to support progress.
- Maintain accurate records and observations so that pupils receive the maximum benefit from their education.
- Administer routine tests and invigilate exams.
- Support with intimate care and personal hygiene of children.
- Work across a range of key stages and ages as well as with a variety of needs.

### SUMMARY OF RESPONSIBILITIES AND DUTIES:

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and encourage pupils to interact with others and to engage in curriculum activities
- Set challenging and demanding expectations and promote self-esteem and independence, providing feedback to pupils in relation to progress and achievement
- Establish constructive relationships with pupils, acting as a role model and interact with them according to individual needs, promoting the inclusion/acceptance of all pupils

- Promote good pupil behaviour, dealing promptly with conflict and incidents inline with established policy and encourage pupils to take responsibility for their own behaviour
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- Assist with planning of learning activities, monitoring pupils' progress and accurately recording achievement/progress and report to the SENCo.
- Provide detailed and regular feedback on pupils
- Undertake/implement structured and agreed learning activities/teaching programmes, adjusting activities according to pupil response.
- Support pupils in undertaking literacy and numeracy tasks as directed
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to the appropriate person as agreed
- Be aware of the school's and trust's educational and behavioural policies for developing pupils.

### **Person Specification**

- Understanding of relevant policies/codes of practice and awareness of relevant legislation
- General understanding of national/foundation stage curriculum and other basic learning programmes/strategies
- Effective use of ICT to support learning
- Understanding of child development and learning
- Ability to self evaluate learning needs and actively seek learning activities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Excellent punctuality and attendance

### **Experience**

- Experience of working with children
- Experience of working with pupils with additional needs is desirable

### **Qualifications**

- Excellent numeracy and literacy skills
- NVQ2 or equivalent for Teaching Assistants or equivalent qualifications or experience is desirable

This job description is not exhaustive and may be reviewed at any time.

**EQUALITIES**

Ensure implementation and promotion in employment and service delivery of the Trust's equal opportunities policies and statutory responsibilities.

**Signature of Post Holder** .....

**Date** .....