



## Job Description

<b>Job Title</b>	Learning Support Assistant
<b>Pay scale</b>	<b>Southend Scale 4</b>
<b>Location</b>	<b>Blenheim Primary School</b>
<b>Responsible to</b>	<b>SENCO</b>
<b>Purpose</b>	To work in partnership with class teachers to support learning and/or implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the planning cycle and the management/preparation of resources.
<b>Responsibilities and duties</b>	<p><b>Support for pupil:</b></p> <ul style="list-style-type: none"> <li>● To work with individual children or small groups on various aspects of the social and academic curriculum under the guidance of teachers.</li> <li>● To promote the inclusion and acceptance of all pupils within the classroom, promoting independence and building self esteem and emotional resilience.</li> <li>● To implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses and needs.</li> <li>● To respond to the individual needs of pupils and use knowledge and skills to support pupils' learning and individual learning styles.</li> <li>● To attend to children's personal needs to include help with social and health needs and simple first aid.</li> </ul> <p><b>Support for teachers:</b></p> <ul style="list-style-type: none"> <li>● To work in partnership with class teachers to ensure that the needs of pupils are met.</li> <li>● Develop, prepare and/or modify materials to support learning.</li> <li>● To reinforce learning.</li> <li>● To liaise regularly with teachers to provide feedback and keep records as necessary.</li> <li>● To meet with teachers to enable planning and preparation for lessons.</li> <li>● To create and identify resources to support social, emotional and academic learning.</li> </ul> <p><b>Support for the school:</b></p> <ul style="list-style-type: none"> <li>● To assist with activities outside the classroom including supervising children on visits, in playgrounds and dining areas or as required</li> <li>● To participate in relevant professional development.</li> <li>● To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs.</li> <li>● To maintain confidentiality and sensitivity to the pupil's needs but have regard to the safeguarding procedures of the school and Learning in Harmony Trust.</li> </ul>



	<ul style="list-style-type: none"> <li>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.</li> <li>To be aware of and support differences and ensure all pupils have equal access to opportunities.</li> <li>To contribute to the overall ethos/work/aims of the school.</li> <li>To establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.</li> <li>To recognise your own strengths and areas of expertise and use these to advise and support others</li> <li>Attend relevant training relating to your role within the school and take responsibility for your own professional development.</li> </ul> <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>
<b>Key safeguarding responsibilities</b>	<ul style="list-style-type: none"> <li>To have regard to and follow the safeguarding procedures of the school and Learning in Harmony Trust.</li> </ul>
<b>General responsibilities</b>	<p><b>All employees are expected to:</b></p> <ul style="list-style-type: none"> <li><i>Undertake any training commensurate with the post.</i></li> <li><i>Show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.</i></li> <li><i>Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.</i></li> </ul> <p><i>The Learning in Harmony Trust reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Trust's business. This job description does not form part of the contract of employment</i></p>

## Person Specification

Attributes	Essential	Desirable	Evidence
<b>Qualifications</b>	English and Maths GCSE (Level C+ or equivalent)		Application form
	Committed to ongoing professional development.		Application form Interview



		NVQ Level 2 or 3 supporting Teaching and Learning or equivalent	Application form
		Specialist training in SEN and / or Early Years	Application form
		Current First Aid /Paediatric First Aid qualification	Application form
<b>Professional Experience and Knowledge</b>	Knowledge of child development		Application form References Interview
	Experience of working within a school or Early Years setting		Application form References Interview
		Experience of supporting children with complex special educational needs which can include behaviour that challenges.	Application form References Interview
		Knowledge of implementing Individual Support Plans	Application form References Interview
<b>Personal aptitude, qualities and skills</b>	Effective time management		References Interview
	Motivate, inspire and have high expectations of pupils		Application form References Interview
	Ability to use initiative to deal with challenges that the job can present		Application form References Interview
	Able to build positive relationships with all children		Application form References Interview
	Establish and maintain good working relationships with school staff, parents/carers and external contacts.		Application form References Interview
	Uphold confidentiality at all times		References Interview
	Use IT to support learning		Application Form



	Reflect on own practice		Application form References Interview
	Understand and implement school policies relating to Safeguarding, Behaviour, Equality and Health and Safety.		Interview
		A commitment to the wider school community.	Interview