

**SUPPORT STAFF
JOB DESCRIPTION**

ROLE TITLE	Learning Support Assistant
GRADE / SCALE POINT – SALARY	Grade 2
CONTRACTED HOURS	Fixed term
LOCATION	Westfield Primary Academy
CONTRACT TYPE	Fixed Term
REPORTING TO	Headteacher

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:

1. Undertake a range of routine tasks to support learning, e.g. Listening to reading, discussing stories etc, supporting with Maths.
2. To be flexible working with different age children.
3. Be able to provide 1 to 1 support for pupils with special educational needs.
4. Mark pupils' work, as appropriate, maintaining basic records.
5. Clarify and explain instructions.
6. Motivate and encourage pupils as required.
7. Undertake basic first aid and administer medication in accordance with the relevant school policy and procedure.
8. As appropriate, look after sick/upset pupils and attend to physical needs.
9. 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.
10. You may be required to undertake lunchtime duties.

Support for Teachers

1. 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.
2. Maintain a purposeful, orderly and supportive environment for learning.
3. Assisting the class teacher in supporting pupils, enabling access to the curriculum.
4. Assist the class teacher in preparation of resources and displays.

5. Support and assist the class teacher in maintaining good order and discipline in the classroom and around the school, by actively engaging with pupils to positively promote and enforce the school's behaviour policy.
6. Observe pupil learning and support this learning in the light of observations.
7. Monitor pupil's performance, providing regular feedback about the child to the teacher.
8. Act on the teacher's assessments to carry out further support work with pupil.
9. Maintain basic pupil records.
10. Assist teaching staff to ensure that aims and objectives of the school are achieved.
11. 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

1. Attend and participate in curriculum planning meetings (after school as required)
2. Keep up to date with school policies and procedures.
3. Liaise, advise and consult with other members of the staff team, supporting children when asked to do so.
4. Attend relevant in-service training.
5. Undertake tasks to support the curriculum and assist with events organised as part of the curriculum.
6. Support implementation of Government initiatives under the instruction of line manager.

Health, Safety and Wellbeing

1. Follow Health and Safety procedures at all times, particularly with regard to pupil safety and that of staff colleagues.
2. Refer pupils to a school paediatric first aider or the Head of School ensuring that the class teacher is aware.
3. Be aware of and maintain full understanding of procedures to follow in the event of an emergency.
4. Keep up to date with and follow, Safeguarding/Child Protection procedures.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

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 Head of School, 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).

We care deeply about inclusive working practices and diverse teams. If you'd prefer to work part-time or as a job-share, we'll facilitate this wherever we can – whether to help you meet other commitments or to help you strike a great work-life balance. We're keen to ensure we're designing an organisation that works for everyone, so we particularly encourage applications from different under-represented groups.

Unity Schools Partnership, welcoming diversity.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Technical or Specialist	Knowledge and use of a range of classroom equipment	Proven successful track record of working effectively with children in primary settings Basic knowledge of first aid
Education and Training	Ability to read and understand instructions Ability to complete basic paperwork	Attainment of higher and/or additional formal qualifications relating to education and childcare e.g. NVQ. Degree
Organisational	Knowledge of school policies and procedures	
Special Knowledge & Skills	Knowledge of areas within the curriculum Good knowledge of how children learn and reasons for their behaviour. Ability to remain calm and supportive in unexpected and / or emergency situations. IT literate. Experience working with different age primary school children	Excellent knowledge of primary curriculum Specialist behaviour training Current first aid qualification.
Creative Thinking	Assist teacher in creating a positive learning environment	
Interpersonal and Communication	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	Ability to use ICT to advance pupils' learning and ability to use ICT tools for own benefit	
Manual 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	

<p>Level of Autonomy</p>	<p>Work is covered by set policies and procedures</p> <p>Able to work with small groups of pupils when carrying out specific tasks or on field trips etc</p> <p>Able to supervise larger numbers of pupils when on duty break / lunchtime</p> <p>Able to make decisions on when to refer queries / problems to teaching staff or line manager</p> <p>Ability to relate well to adults and children across a wide range of ability and from all backgrounds.</p> <p>Ability to work in a way that promotes the safety and wellbeing of children and young people.</p>	<p>Willingness to support the school beyond the classroom eg whole school events, run an afterschool club, etc</p>
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