

Job Description

Position: Learning Support Assistant

Accountable to: Headteacher

Line Manager: Deputy Head of School

Support for Pupils:

- Attend to pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters including providing intimate care.
- Aid the children to learn as effectively as possible, both in group situations and on his/her own (in the classroom and outside of the classroom) by, for example:
 - Clarifying and explaining instructions
 - Ensuring the child is able to use equipment and materials provided and to modify if necessary;
 - Motivating and encouraging the child;
 - Assisting in areas which need development (e.g. language, behaviour, reading, spelling, handwriting/presentation)
 - Helping children to concentrate on and finish work set;
 - Liaising with the class teacher about personalised target plans, having knowledge of the targets for children with your groups and being prepared to take part in reviews if requested;
 - Develop appropriate resources to support pupils, as directed
- Supervise and support pupils, ensuring safety and access to learning
- Establish good relationships with children, acting as a role model and being aware of and responding appropriately to their needs
- Promote the inclusion and acceptance of all pupils
- Develop methods of promoting/reinforcing the pupil's self-esteem
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate
- Liaise with the class teacher regarding pupils' IEPs and targets
- Encourage constructive play in the playground
- Provide feedback to children in relation to progress and achievement

Support for Teachers

- Assist the class teacher and other professionals, as appropriate, in the development of a suitable programme of support for children who need learning support.
- Support the teacher in managing pupils' behaviour, reporting difficulties as appropriate
- Prepare the classroom as directed for lesson, clear afterwards and assist with the display of pupils work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Gather/report information from/to parents/carers as directed
- Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.
- Supervise the children on playground duty.

Support for the curriculum

- Support the pupils in respect of local and national learning strategies as directed by the teacher
- Undertake structured and agreed teaching programmes (e.g. Read, Write, Inc), adjusting activities according to pupil responses.
- To read plans in advance, liaise with the class teacher and adapt as necessary.
- Prepare and maintain equipment/resources as directed by the teacher and assist the pupils in their use
- Support the pupils to understand instructions
- Support the pupils in using basic ICT as directed

Support for the school

- 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
- Accompany teaching staff and pupils on visits, trips and out of school activities
- Contribute to the overall ethos/work/aims of the school
- Where appropriate, develop a relationship to foster links between home and school.
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required

Person Specification

Qualifications & Experience:

Experience of working with relevant age groups within a learning environment.
Good numeracy and literacy skills
Relevant EYFS qualifications (Level 2/3)

Knowledge & Understanding:

Able to work constructively as part of a team, understanding classroom roles and responsibilities.
Able to use basic technology - computer, photocopier.
Ability to relate well to pupils and adults.

Personal Qualities

Must be able to complete tasks with the minimum of supervision
Must have a sense of humour
Must be able to prioritise and react appropriately to events and situations
Must be willing to be a member of a team
Must be flexible
Must be able to motivate and inspire children
Must have a highly professional approach and understand confidentiality

Physical

Must enjoy good health
Must be able to lift and carry materials

Equal Opportunities

Must have an understanding of and a willingness to promote equal opportunities

This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.