



Job Description & Person Specification

Job Title: Learning Support Assistant - Primary

Scale: Scale 4

Job Purpose:

- To support the learning, personal development and inclusion of pupils in accordance with the ethos and policies of the school.
 - To provide high standards of care and play opportunities for children between the ages of 4 and 11 years old in a safe, secure and stimulating kids club environment.
 - To provide supervision of pupils during the lunchtime period both in the dining area and during playground activities.
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Reporting Arrangements

Reporting to: Head of School

Accountable for: N/A

Main Responsibilities:

- Provide a range of suitable learning and play activities that will enhance teaching and learning for all pupils, including those with additional needs (indoor and outdoor).
- Provide in class support for pupils to enable them to make progress as directed by relevant teachers, delivering small group and one to one intervention programmes.
- Supervise the activities of individuals or groups of pupils both in and out of the classroom (including Educational and Residential Visits and Breakfast and After School Club).
- Deputise in the absence of a teacher and conduct whole class lessons pre-planned by a teacher.
- Prepare and maintain learning resources and appropriate equipment, including those required for pupils with additional needs, including the display of pupil work.
- Ensure the safety of pupils; considering pupil ages, disability and behaviour, recording and monitoring the safe arrival and departure of children and young people in line with agreed policy.
- Assist with day to day administration and maintain accurate and up to date pupil records.
- Liaise with parents and carers and provide effective home-school communication.
- Act upon the appropriate advice of outside agencies to implement advice and strategies to support pupils with additional needs.
- Work collaboratively with all members of the team, to support the welfare and personal development of pupils.

- Ensure that appropriate staff ratios are adhered to at all times, managing staff cover and shifts as needed ensuring enough cover is available to monitor and evaluate play and behaviour.
- Liaise with school First Aiders in relation to any accidents and administer limited first aid e.g. plasters, where appropriate. Ensure that accurate descriptions of accidents, hazards or incidents are provided and reported in a timely manner.
- Assist with general cleaning duties e.g. clearing of lunch tables, putting away tables and chairs and clearing the hall floor.
- Support with provision of snacks, encouraging independence at meal times.
- Assist in the day to day organisation, operation and risk assessments of the Kids Club, in line with policies, school policies, OFSTED guidelines and safeguarding procedures and requirements.

Trust Responsibilities:

- Adhere to all Trust policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
- Travel between different sites of the Laurus Trust as required.
- Actively participate in performance reviews at regular intervals in accordance with Trust procedures.
- Undertake training courses organised by the Trust where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Refrain from smoking in any areas of Trust premises.
- Behave in a manner that ensures the security of property and resources.
- Demonstrate consistently high standards of personal and professional conduct as defined in The Laurus Trust Code of Conduct Policy.

Safeguarding:

The Laurus Trust and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education and The Education Act, we expect all staff and volunteers to share this commitment.

Core Behaviours:

It's important for all Support Staff to be able to demonstrate some or all of the core behaviours on a regular/daily basis:

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| ➤ Adaptable | - Open to change, to be flexible. |
| ➤ Courageous | - Willing to speak up, offer ideas, challenge the norm. |
| ➤ Hard Working | - Strong work ethic, prepared to go the extra mile. |
| ➤ Inclusive | - Treat others fairly and equally. |

- **Engaged** - Involved/absorbed in your work, participate at all times.
 - **Value** - Add value to your role, your team and the Trust.
 - **Enquiring** - Have an enquiring mind, curious, improve and find solutions.
 - **Motivated** - Pro-active, wanting to achieve goals, willingness to try, can do attitude.
 - **Encouraging** - Giving/offering support and confidence to others, working together.
 - **Navigator** - Providing guidance, leading when necessary.
 - **Tenacious** - Perseverance, never giving up, whatever it takes.
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Person Specification:

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> NVQ Level 2 or above in childcare/play work or relevant qualification Sound educational background including GCSE's Maths and English (A*-C) or equivalent 	<ul style="list-style-type: none"> NVQ Level 3 or above First Aid qualification or willingness to take such a qualification Food Hygiene qualification
Knowledge and Experience	<ul style="list-style-type: none"> Good knowledge and understanding of play and how to create opportunities for a wide range of ages and interests Ability to audit services to ensure all required standards are met and maintained Excellent understanding of the Early Years Framework Experience of delivering to deadlines and achieving set targets to a high standard Experience of allocating and prioritising workload effectively to gain maximum productivity Strong IT Skills including Microsoft PowerPoint, Excel, Word and Outlook 	<ul style="list-style-type: none"> Experience of working in a school environment Experience of working with confidential information Experience of working with primary aged children Experience of working with children with additional needs Awareness of current issues in the Education Knowledge and understanding of the Early Years Framework and/or National Curriculum An up to date knowledge and understanding of the practices and procedures within SEN, relating to the welfare, safety and education of pupils An understanding of the principles of child development and learning processes
Skills	<ul style="list-style-type: none"> Excellent planning and organisational skills Ability to work independently to organise own workload Strong interpersonal skills Highly motivated individual with an innovative approach Problem solving and analytical skills Ability to evaluate processes and identify improvements Ability to demonstrate engaging oral and written communication An understanding of individual pupil needs and strategies to meet these identified needs Ability to support teaching staff to enable pupils to make progress Ability to motivate and encourage individuals and small groups of pupils under supervision Ability to assess, record, monitor and report on the progress of learners Solution focused 	
Other Qualities	<ul style="list-style-type: none"> Ability to make effective decisions Ability to work accurately and methodically 	<ul style="list-style-type: none"> Full driving licence

	<ul style="list-style-type: none"> • Excellent time management • Ability to remain calm under pressure • Flexible • Good team player • Willingness to undertake further training • Commitment to safeguarding and promoting the welfare of children 	
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