

Learning Support Assistant
Job Description / Person Specification



Purpose of Role: To work under the direct instruction of teaching staff to support access to learning for a child with specific needs.

Position: Learning Support Assistant

Hours: 30 hours PW – Monday to Friday (8.40am to 3.10pm with 30 mins lunch)

Accountable to: Headteacher

Line Manager: Deputy Headteacher

Support for Pupils:

- Attend to pupils' personal needs and implement related personal programs, including social, health, physical, hygiene, first aid and welfare matters
- 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
- 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' targets
- Clarify and explain instructions to children
- Develop appropriate resources to support pupils, as directed
- Encourage constructive play in the playground at breaktime and lunchtime

Support for Teachers

- 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.

Support for the curriculum

- Support the pupils in respect of local and national learning strategies as directed by the teacher
- 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

Cowley St Laurence CE Primary School Worcester Road Cowley

Middlesex UB8 3TH Telephone: 01895 462361

Email: cowleystl@fraysacademytrust.org

Head of School: Mr D Davies

www.cowley.hillingdon.sch.uk



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
- 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.
- Experience of working with children with special needs – DESIRABLE
- Completion of DCSF Teacher Assistant Induction programme – DESIRABLE
- Good numeracy and literacy skills

Knowledge & Understanding

- Able to work constructively as part of a team, understanding classroom roles and responsibilities
- Able to use basic technology – computer, video, photocopier
- Ability to relate well to children and adults
- Appropriate knowledge of 1st Aid
- Understanding of elements of Special Educational Needs – DESIRABLE

Personal Qualities

- Must be committed to looking after the welfare of the children
- Must be able to complete tasks with the minimum of supervision
- Must be able to prioritise and react appropriately to events and situations
- Must be willing to learn new skills including Signalong
- Must be willing to be a member of a team
- Must keep school matters confidential
- Must have a sense of humour

Physical

- Must be able to meet the physical demands of the job.

Equal Opportunities

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

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

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