

Learning Support Assistant Level 2 – Job Description

Job title	Learning Support Assistant Level 2
Salary range	Grade C : Steps 1-5
Hours	Monday to Friday 8.45am to 3.15pm (1/2 hour unpaid lunch break) 30 hours per week term time only
Line management	Department/Faculty Head (to be determined)
Job Purpose	
To work in partnership with the teacher to foster effective participation of pupils in the social and academic processes of the school	
Responsibilities	
1. Support for pupils <ul style="list-style-type: none"> Working with individual or groups of children, assist in ensuring pupils are kept on task and complete activities set by teachers. Confident to work with the full complexity of needs. Deal with behavioural and special needs issues in conjunction with the teacher in a consistent manner in line with any agreed strategies. 	
2. Support for teachers <ul style="list-style-type: none"> Help implement lesson plans. Provide feedback to pupils without reference to the teacher. Take small class or small group of pupils for defined activities confidently. Ability to motivate and encourage children appropriately. Ability to work independently and with initiative. Good organisation skills. Use CPOMS to record any safeguarding/behaviour concerns. 	
3. Support for curriculum <ul style="list-style-type: none"> Support and work with teacher in testing/assessment. Contribute with teacher to lesson contents and aims. Complete records and assessments for children. Contribute to planning and setting of objectives. Assist in the making of resources. 	
4. Support for the school <ul style="list-style-type: none"> Carry specific specialist responsibility and support other staff in this area when needed. In conjunction with teacher liaise with parents on pupil progress. Playtime supervision and lunchtimes. Commitment to training. Flexible and positive in relation to tasks undertaken and groups/children allocated. Ability to establish and maintain good relationships and rapport with other colleagues in the school and beyond. 	

- Physically and emotionally suited to working in an environment involving manual handling, challenging behaviour and personal hygiene of pupils.
- Confident with skills such as giving medication, epilepsy, simple communication aids, Team Teach/Positive behaviour management strategies and TEACH to support learning.
- Complete tasks related to your area of responsibility effectively.
- Follows the A to Z of working at Dove House.

Safeguarding

- All staff are responsible for the safeguarding of children in line with the schools safeguarding (Child Protection) policy.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: *1 December 2020*

Next review date:

Postholder's signature: _____

Date: _____

Learning Support Assistant Level 2 – Person Specification

Job Title	Learning Support Assistant Level 2	
	Essential	Desirable
Qualifications and knowledge		
Good basic literacy and numeracy skills (ideally GCSE Maths and English grade C/4 or above).	✓	
Experience		
Previous experience of working in a school environment age 11-18 years		✓
Previous experience of working with people with Special Educational Needs		✓
Skills and abilities		
Good communicator	✓	
Well organised	✓	
Able to motivate and give guidance to students without being	✓	
Able to keep records of students behavior/difficulties	✓	
Personal qualities		
Good record of attendance, reliable and a good time-keeper	✓	
Willingness to and enjoy working as part of a team	✓	
Adaptable and flexible	✓	
Able to work on own initiative	✓	
Caring and sensitive, but firm	✓	
Have a good sense of humour	✓	
Willingness to attend training	✓	
Patient and even tempered.	✓	