**THE GERRARDS CROSS CE SCHOOL**

**LEARNING SUPPORT ASSISTANT**

**JOB DESCRIPTION**

**PURPOSE OF THE POST:**

To work under the instruction and guidance of teaching and senior staff, undertaking work/care/support programs in order to maximise academic and personal development of pupils. To enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

**MAIN DUTIES AND RESPONSIBILITIES:**

**Support for Pupils:**

* Supervise and provide support for pupils, including those with special needs, ensuring their safety and access to learning activities.
* Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
* Establish constructive relationships with pupils and interact with them according to individual needs.
* Promote the inclusion and acceptance of all pupils.
* Encourage pupils to interact with others and engage in activities led by the teacher.
* Set challenging and demanding expectations and promote self-esteem and independence.
* Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
* Deliver pastoral and learning support.
* Deal with minor incidents and the health and hygiene of the children where necessary.
* Read with individual children and groups and complete reading records as directed by the class teacher.

**Support for the Teacher:**

* Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with classroom displays.
* Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
* Assist with the planning, delivering and facilitating of learning activities.
* If working in the EYFS, support, extend and challenge children’s learning and development through play.
* Monitor pupils’ responses to learning activities and accurately record achievement/progress as directed.
* If working in the EYFS, carry out observations and assessments as required.
* Provide detailed and regular feedback to teachers on pupils’ achievement, progress, and any difficulties.
* Promote and model good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
* Support home school links and develop positive relationships with parents and carers.
* Administer routine tests and invigilate exams and undertake routine marking of pupils’ work.
* Provide clerical/admin, support e.g. photocopying, typing, filing.
* Work within the school’s system of supervision of children.
* Work in partnership with the teacher to support the school induction programme. This may include contributing to parents’ evenings as appropriate.

**Support for the Curriculum:**

* Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
* Undertake programmes linked to school and national learning strategies; record achievement and progress and feed back to the teacher.
* Support the use of ICT in learning activities and develop pupils’ competence and independence in its use.
* Prepare, maintain and use equipment/resources as required to meet the lesson plans/relevant learning activity and assist pupils in their use.

**Support for the School:**

* Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality, reporting all concerns to an appropriate person.
* Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
* Contribute to the overall ethos and mission of the school.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required.
* Assist with the supervision of pupils as required.
* Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher. Assist in the general care of the school environment by undertaking tidying of general areas.
* Promote equal opportunities at all times.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

**General requirements:**

* Take part in the school’s performance management system.
* Attend staff meetings as required
* Enhanced DBS Check.
* Strong commitment to furthering equalities in both service delivery and employment practice.
* You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

October 2024

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**PERSON SPECIFICATION**

**Personal attributes:**

* Enthusiasm for working with children and as part of a team
* Patience and perseverance
* Sense of humour
* Flexibility
* Positive outlook and approach to each day
* Strong interpersonal skills

**Qualifications and Experience:**

* Experience of working with relevant age groups within a learning environment
* Good communication, literacy and numeracy skills

**Be willing to undertake:**

* Training in relevant strategies
* First Aid, Child Protection and Safeguarding training
* Additional training as necessary to ensure that children’s needs are met

**Knowledge and Understanding:**

* Effective use of ICT to support learning.
* Use of other equipment and technology to support learning.
* Understanding of relevant policies/codes of practice and awareness of relevant legislation.
* General understanding of national/foundation stage curriculum and other basic learning programmes/strategies.
* Basic understanding of child development and learning.
* Ability to relate well to children and adults.
* Able to work constructively as part of a team, understanding classroom roles and responsibilities.
* Able to work with and be directed by fellow professionals.

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