

Job Profile and Competencies - Learning Support Assistant

Grade	Job Title	Capsule job profile	Competencies
Surrey SP3	Level 1 Teaching Assistant	Supports the teacher with their responsibility for the development and education of children in schools. Uses routine supervision and care skills to support pupils. Under the direction and supervision of the teacher: ▫ Assists in the delivery of educational work programmes by participating in day-to-day learning activities. ▫ Discusses with, and reports back to the teacher on the planning and assessment of pupil work. ▫ Organises and maintains the learning environment. ▫ Works as part of a team to ensure that the well being, behaviour and personal development of pupils enhances their learning opportunities and life skills. ▫ Maintains confidentiality inside and outside the workplace. ▫ Understands and applies school policies , ensures that the school's aims and objectives in relation to safeguarding and equal opportunities are promoted in every day classroom organisation and practice.	▫ Good level of written and spoken English. ▫ Numerate. ▫ Basic IT skills. ▫ Able to follow instructions. ▫ Able to plan and prioritise regular and irregular tasks. ▫ Able to clarify and explain instructions to pupils. ▫ Able to communicate effectively with pupils. ▫ Able to motivate pupils to learn. ▫ Able to assist with the organisation of the learning environment. ▫ Able to undertake routine tasks under the direction of a teacher. ▫ Craft skills. ▫ Able to maintain records and pupil files. ▫ Able to work effectively with adult team members. ▫ Able to maintain confidentiality.

The Hythe Community Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is **exempt from the Rehabilitation of Offenders Act 1974**. If you are appointed you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check (previously known as a CRB check) and required to declare any unspent convictions, cautions, warnings and bind-overs you may have, regardless of how long ago they occurred, as well as any pending criminal proceedings or current police investigations.