

Job Description

Job Title:	Learning Support Assistant Level 2
Grade:	Band 1 Level I (<i>Steps 1 to 4</i>)
School:	St James and St John CE Primary School Westminster
Responsible to:	Assistant Headteacher / SENCO and class teacher
Responsible for:	Number of Staff: None

Purpose of Job

Support students and teaching staff in the learning environment. under the leadership and supervision of the teacher/senior staff: will work with individuals/groups to supervise physical/general care of pupils, including those with SEN; enable access to learning for pupils and assist the teacher in the management of pupils and the classroom. Will undertake playtime and lunchtime play supervision and support. Flexibility is key.

Main Responsibilities

TASKS

SUPPORT FOR PUPILS

1. Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
2. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
3. Encourage pupils to interact with others and engage in activities led by the teacher
4. Establish constructive relationships with pupils and interact with them according to individual needs
5. Set challenging and demanding expectations and promote self-esteem and independence
6. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
7. Assist students in the location and use of learning resources, including IT based and multi-media facilities.
8. Work with individual students or small groups of students to deliver an agreed programme devised by academic staff.
9. Enable the students to successfully undertake his/her studies.
10. Take a proactive role in promoting positive behaviour by students, adopt a consistent approach in dealing with student discipline in accordance with School policy and advise academic and/or senior staff of any issues relating to student discipline.

SUPPORT FOR THE TEACHER

11. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
12. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
13. Under the supervision of the teacher, carry out programmes of intervention with individuals or groups of students, either in the class or as withdrawal sessions
14. Assist with the planning of learning activities

15. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
16. Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
17. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
18. Establish constructive and supportive relationships with parents/carers and pupils
19. Provide support in the form of notetaking, one-to-one guidance or specific skills improvement as required.
20. Work in partnership with teaching staff to support student learning and curriculum delivery

SUPPORT FOR THE CURRICULUM

21. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
22. Participate in the Professional Development Programme and undertake training as required, including statutory safeguarding and health and safety training.
23. Be available to assist in enrolment procedures, which may require additional hours including evenings and weekends, for example during the Autumn Term.

SUPPORT FOR THE SCHOOL

24. Work in line with and in support of the school's distinctive Christian vision
25. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person
26. Participate in relevant staff meetings, parents' evenings, open days and social functions during and outside normal hours.
27. 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
28. Keep up-to-date with Quality Improvement initiatives and to be aware of, and meet, service standards for the Faculty or Division.
29. Propose any ideas that may help to promote and extend the School's reputation and efficient running of the School.
30. Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop
31. Contribute to the overall ethos/work/aims of the school

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section.

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

SCHOOL VISION AND VALUES

To demonstrate in their role that they are living out the school's distinctive Christian vision and values.

Learning Support Assistant – Person specification

Experience (*essential requirements*)

1. Working with or caring for children and young people, ideally in a similar environment

Qualifications/Training (*essential requirements*)

2. Qualifications or experience in relevant discipline
3. Knowledge and / or training in supporting pupils with SEND

Knowledge/Skills (*essential requirements*)

4. Knowledge of relevant policies/codes of practice and awareness of relevant legislation
5. Ability to identify own training and development needs and co-operate with means to address these
6. An ability to support learning and meeting the needs of individual pupils
7. Excellent interpersonal skills and the ability to communicate effectively, both orally and in writing
8. An ability to form positive links with parents and outside agencies
9. An ability to run small group activities
10. Very good numeracy/literacy skills
11. Effective use of ICT packages
12. Use of other equipment technology – video, photocopier
13. Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
14. Understanding of principles of child development and learning processes
15. Ability to self-evaluate learning needs and actively seek learning opportunities
16. Ability to relate well to children and adults
17. Up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people
18. Commitment to the protection and safeguarding of children and young people.
19. Value and respect the views and needs of children and young people
20. Work collaboratively and supportively with colleagues within the organisation and with colleagues in other organisations
21. Respect and value the different experiences, ideas and backgrounds others can bring to work and to teams
22. Be resilient and demonstrates ability to work well under pressure. Manages time effectively
23. Willing to work willingly within organisational procedures, processes and to meet required standards for the role
24. Committed to continual personal and professional development
25. Reflective and learns from past experiences