

JOB DESCRIPTION

Job Title	Learning Support Assistant
Band/Job Group	Band C SCP 5-8
Hours/Weeks	32.5 hours per week (Term time only + INSET Days) Mon, Wed, Thurs, Fri: 8.40am to 3.15pm (including 30 minutes lunch-break) Tues – 8.40am to 5.00pm (including 30 minutes lunch-break) (Plus 20 minutes contingency time)
Responsible to	SLT

Job Summary

To provide classroom support to pupils under the direction of the teacher.

Duties and responsibilities:

1 Support to pupils

- To assist pupils in the use of resources including IT.
- To maintain pupils' interests and motivation.
- To assist pupils with dress/changing for activities/personal hygiene
- To support individual and group work assigned by the teacher in raising core skills, support individual education plans (IEPs/PSPs).
- To provide for care and welfare of pupils to include toileting and feeding as required.
- To escort pupils around School premises/and take home.
- To give general support to pupils with special educational needs.

2 Support to School

- To have contact and links with those with parental responsibility during the working day, as part of the normal consultative process.
- To be aware of and maintain School policies and procedures.
- To help the school to develop more effective communication by acting as an interpreter/providing translation.
- To prepare rooms, equipment and displays.
- To maintain School routine.
- To promote high standards of behaviour throughout the School in accordance with the Assertive Discipline and Behaviour Policy.
- To support the ethos of the School.
- To maintain a safe environment.

3 Support to Teachers

- To deliver pre-planned programmes of work under the direction of a teacher.
- To assist in the assessment of pupil attainment/progress.
- To undertake break duties on a rota basis.
- To assist the teacher with supervision of pupils on School trips/visits.

- Keeping materials and equipment in a tidy and safe manner.
- Liaison with teachers and other staff to obtain, exchange and record information on pupils in accordance with School policy.
- Support the supervision of individuals/groups of pupils.

4 Support with Curriculum

- To be involved in planning meetings.
- To attend staff meetings and appropriate training sessions as required.
- To undertake the repair and maintenance of books and equipment.
- To develop and prepare curriculum materials under the direction of the teacher

5 General Duties and Responsibilities

- It is the responsibility of each employee to carry out their duties in line with Council policies on equality (please refer to the Policy Statement), harassment, racial equality and the CRE action plan and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for in line with these policies and the CRE standards.
- Use of ICT as required.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the Head Teacher in the fulfilment of the school's objectives, commensurate with the post holder's salary grade, abilities and aptitudes.
- The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangement for Health and Safety at Work.
- All staff within the School will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Lifelong Learning. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate trades unions.

Issued by: _____

Received by: _____ Date: _____

Personnel Specification

Job Title	Learning Support Assistant			Directorate	
JE Reference No:		Grade	C	Service	
Completed By	A Gibson			Date of Issue	18/1/2023

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the position's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates and in determining an applicant's suitability for employment, whilst giving due consideration to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010.

	Essential		How identified
1. Qualifications			
What does the job require in the way of: -	NVQ Level 2 in Childcare or equivalent .	☐	Formal possession of an appropriate qualification to be verified at interview or from records.
2. Experience			
What does the job require in the way of: - Specific related job experience and in what type of working environment. What kind of life experience could supplement or replace this? Which is more important to the success of the job?	Experience of working with Primary/Secondary children with a range of special educational needs. Knowledge and understanding of Equal Opportunities. Knowledge of Health and Safety issues.	☐	Past employment activity record. Performance in related selection methods, e.g. presentation, group discussion.

3. Training			
What does the job require in the way of: - Specific and/or specialist training in order to do the job, e.g. training in recruitment and selection, supervisory, management, inter-personal skills. Apprenticeship in a recognised trade. Practical training in the use of specific equipment, word processing etc.	Willingness to undertake training as and when required, including first aid training.	☐	Past training history from application form and records. Selection process by demonstration of ability to display knowledge and skills at the interview.
4. Special Knowledge			
What special knowledge is required in order to perform the job properly, e.g. a knowledge of employment legislation, accounting, financial planning regulations, languages, computer systems, local area etc?	An understanding of child development and appropriate levels of childcare.	☐	Qualifications held and demonstration of knowledge at interview.
5. Circumstances (personal)			
What kind of personal circumstances are required to do the job properly? The ability to work shifts, weekends etc. The willingness and ability to travel and stay away from home. Willingness to live-in if the job requires. Ability to drive, car ownership.	Ability to work when the School is open (Term time working). Willingness to work flexibly to meet the requirements of the post.	☐	Ensuring candidates are aware of these requirements from the job description. Interview questions and application details.

6. Disposition			
How far does the job require: - Being steady, dependable, persevering, persistent, even tenacious, being difficult to distract or discourage. Getting on well with others, working readily with others, co-operating, and influencing others. Depending on oneself rather than others, relying on own resources, accepting responsibility, leadership qualities, ability to motivate others. Ability to cope with monotony, neatness, accuracy of work, attention to detail.	Must be able to communicate at all levels. Must be patient caring and committed to supporting MLD+ pupils. Must be able to cope with and deal with confrontational and stressful situations. Must be committed and experienced in working as a member of a team. Able to work on own initiative. Must be willing to take an active part in all aspects of School life. Ability to motivate individuals to perform effectively. Commitment to working in partnership with parents. Awareness of and respect for, the needs of the individual child and their families, including multi-cultural and inclusive practices.	☐	Performance in related selection process, e.g. exercises, group discussion, problem solving, questions etc.
7. Practical and Intellectual Skills			
What practical and intellectual skills are required for performing the job effectively? Does the person need to be a practically orientated person; should they be able to make decisions, should they be able to understand information derived from complex reports? What degree of manual dexterity is needed? Does the applicant need to be mechanically minded?	Able to communicate effectively. Ability to use IT technology. Must show evidence of good communication skills both orally and in writing.	☐	Performance in related selection process.

8. Legal Requirements

Are there any limitations or requirements imposed by statute that candidates must comply with, e.g. special qualifications, minimum age range etc.? Are there any "Genuine Occupational Qualifications" as defined in legislation which apply to this post?	Enhanced DBS Check for Regulated Activity	☐	Application form and interview questioning and references.
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THE REMAINING SECTIONS ARE TO BE COMPLETED BY MANAGERS AND ARE FOR THE APPLICANT'S INFORMATION ONLY.

9. Background Checks

Please ✓ required check(s) referring to Section 9 of [Guidance on completing individual sections of the Personnel Specification](#)

The post is subject to the following Background Check(s) which will be undertaken, where applicable, following a conditional offer of appointment.	a) Enhanced DBS with Children's and Adults Barring List Check	☐	Only one or none of these checks (a – f) may be applicable.
	b) Enhanced DBS with Adults Barring List Check	☐	
	c) Enhanced DBS with Children's Barring List Check	Yes ☐	
	d) Enhanced DBS Check	☐	
	e) Standard DBS Check	☐	
	f) Basic Disclosure Check	☐	
	Police Vetting Check	☐	This check may also be required in addition to one from (a-f) above
	No Check Required	☐	

10. Politically Restricted Post

Is this post a "politically restricted post"?	☐ Yes	☒ No
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Applicants can gain further information on Politically Restricted posts in the "Information for job applicants' booklet".

II. Main Physical Activities/ Requirements of the Post.

Please ✓ if activity requires to be undertaken.

The Council will make reasonable adjustments that are necessary for the successful candidate to undertake any of these activities

Lifting / manual handling / client handling	☐	Prolonged standing or sitting	☐
Working at heights	☐	Prolonged working with vibrating tools / machinery	☐
Working in confined spaces	☐	Bending / Squatting / Kneeling	☐
Working outdoors	☐	Manual cleaning /domestic duties	☐
Agricultural / gardening work	☐	Food Handling	☐
Work requiring respirators or masks	☐	Rotating shift work or night work	☐
Work requiring hearing protection	☐	Driving Duties HGV / LGV/ Minibus / Passenger carrying	☐
Work with skin irritants / allergens / respiratory irritants/fine particles	☐	Any other driving duties	☐
Significant use of computers	☐	Using restraint	☐
Working with children or vulnerable adults	☒	High mental stress content	☐
Permanent night work	☐	Physical / sport / leisure duties	☐
Lone working	☐	Regular walking on uneven ground	☐
Working with challenging behaviours	☒		
Other main physical activities not listed above			

12. Safety Critical Posts

A pre-employment/placement medical assessment with Occupational Health is required for any employee who is undertaking a safety critical post.

A safety critical post is one that is likely to be exposed to:-

- Noise (e.g. gardeners using mowers and highways road workers)
- Vibration
 - o Hand/arm vibration (e.g. gardeners using blowers and/or strimmers, road workers, arborists, cleaners using buffers and countryside workers)
 - o Whole body vibration (e.g. tractor drivers)
- Hazardous substances (i.e. solvents, fumes, dusts, biological agents and other substances hazardous to health) (e.g. School Design and Technology Technicians)

Also, the following posts: Fleet Drivers (where it is an essential requirement of the job to hold a valid driving licence in order to carry out the duties of the role), Trading Standards Officers, Vehicle Mechanics, School Crossing Patrol Operatives, employees working with asbestos and employees with responsibility for the health and well being of children and adults during the night require a pre-employment/placement medical.

Other Night workers (e.g. care workers and concierge staff) will be given the option to receive preemployment/placement screening if they are offered the position

Having reviewed the criteria outlined in Section 12 is this post a "Safety Critical" post?

☐

Yes

☒

No

13. Language Requirements

Is this post covered by part 7 of the Immigration Act (2016), and therefore, the ability to speak fluent and spoken English is an essential requirement for this role? For example:

- The employee will work in a customer-facing role.
- The employee is required to speak to members of the public in English and this forms a regular and intrinsic part of the role.
- The employee requires a command of spoken English, to enable the effective performance of the role.

☒

Yes

☐

No