



Bringing Learning to Life

Job Description

Service Area: Pudsey Lowtown Primary School

Job Title Learning Support Assistant

Grade A1/B1

Conditions Of service NJC

Responsible To Teaching/Senior staff

Responsible For None

Special Conditions this post is subject to a higher level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Job Purpose: To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

Responsibilities

To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters

To supervise and support pupils ensuring their safety and access to learning

To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.

To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.

To promote the inclusion and acceptance of all pupils

To encourage pupils to interact with others and engage in activities led by the teacher

To encourage pupils to act independently as appropriate

To prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work.

To be aware of pupil problems/progress/achievements and report to the teacher as agreed.

To undertake pupil record keeping as requested

To support the teacher in managing pupil behaviour, reporting difficulties as appropriate

To gather/report information from/to parents/carers as directed

To provide clerical/administrative support - photocopying, record keeping and basic administration.

To support pupils to understand instructions

To support pupils in respect of local and national learning strategies - literacy, numeracy, early years, as directed by the teacher

To support pupils in using basic ICT as directed

To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

To appreciate and support the role of other professionals

To accompany teaching staff and pupils on visits, trips and out of school activities as required.

To participate in appraisal, training and development activities as necessary to ensure up to date knowledge and skills

To improve own practice through observation, evaluation, discussion with colleagues and CPD programmes.

To work collaboratively with colleagues, knowing when to seek help and advice.

Contribute to the overall ethos, work, and aims of the school by attending relevant meetings, training days/events as requested.

Be aware of and comply with school and Leeds City Council policies and procedures e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the standards and equal opportunities of the school and Leeds City Council.

Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable.

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

Qualifications

GCSE Maths and/or English grades D-G, CSE level 2 are desirable

PERSONAL SPECIFICATION

ESSENTIAL REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

Skills Required

Use basic technology – computer, video, and photocopier

Ability to relate well to children and adults

Ability to work constructively as part of a team

Knowledge Required

Good numeracy/literacy skills

Understanding classroom roles and responsibilities and your own position within these

Experience Required

Of working with or caring for children of relevant age

Behavioural & other Characteristics required

Committed to continuous improvement.

Ability to understand and observe the School and Leeds City Council's Equal Opportunities Policy.

To carry out all duties having regard to an employee's responsibility under the School and Leeds City Council's Health & Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development

DESIRABLE REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Skills Required

N/A

Knowledge Required

GCSE Maths and/or English grades D-G

CSE level 2

Completion of DfES Teacher Assistant Induction Programme

Appropriate knowledge of first aid

Of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection

Experience Required

N/A

Behavioural & other Characteristics required

N/A

Job Description Content Prepared / Reviewed by:

Name	Designation	Date
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Confirmation of Job Evaluation Undertaken **JE Ref Number**

Name	Designation	Date
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