

Job Title:	Learning Support Assistant	Job Number:	
Directorate:	Children Learning & Young People	Post Number:	1008373
Service:	Schools	Grade:	3
Location:	Manor Park Primary School		

Area	Description
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Knowledge:	An understanding of the needs and characteristics of young children.
	An understanding of child development and the way in which children learn.
	An understanding of the roles played by various adults in children's education.
	An understanding of equal opportunities issues and an awareness of what this involves e.g. being able to communicate with people from minority groups, people with disabilities.

Skills and Abilities:	Work with the class teacher and/or other professional staff for the hours required in order to assist in the development and implementation of practical strategies or ideas to achieve set objectives, including work with information technology.
	Able to work on an equal opportunities basis with pupils in a multicultural setting.
	To assist children on an individual basis, as part of a small group and also to work as part of a team.
	To be able to explain and re-iterate tasks simply and clearly.
	To be supportive and caring, handling situations with patience and sensitivity
	To have competency skills in numeracy and literacy.
	To assist pupils in developing abilities in all areas of the curriculum.
	Be able to lift/carry pupils and materials.
	Able to make and maintain teaching aids and equipment.
	Follow laid down procedures for the storage of equipment and materials.
	Able to act as a carer to sick children.
	Able to deal with tasks such as toileting, toilet accidents and vomiting.
	Able to undergo training in First Aid as required.
	To supervise and control children and adhere to defined standards.
	Able to accept authority and supervision and respond appropriately.
	To work with guidance but under limited supervision.
	To liaise and communicate effectively with others in respect of the duties of the post and to give and provide information and instructions, whilst recognising the importance of confidentiality in a school setting.
	To have good organisational skills e.g. assist in the organisation of classroom activities, events and trips.
	Be able to offer personal skills e.g. using a computer, art, craft, music.
	Be willing to be involved in professional development and to attend courses/undergo training.

Experience:	• Previous experience as a teaching assistant working with young children within a school environment preferred. Other – with young children e.g. as a parent, voluntary work such as Brownies, Cubs, play schemes, playgroups, crèches, dining room assistant.
Educational:	• NVQ Level 3 (Teaching Assistant or equivalent) • EYFS NVQ3 in Early Years and Childcare or equivalent required • Good literacy and numeracy skills equivalent to NVQ2 or GCSE (A-C grades) in English and maths plus a good basic education.
Special Requirements:	• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.