Inspiring Primaries Academy Trust

Inspiring pupils to achieve for their tomorrows

Job Title:	Learning Support Assistant
Grade:	Equivalent to Leicestershire LA Grade 5
Initial location:	Sharnford C E Primary School
Responsible To:	School Leadership
Responsible For:	Providing support for teaching and learning activities.
Key Relationships/ Liaison with:	School Leaders, Teachers, SENDCo, other support staff

Job Purpose

- To work under the direct supervision of a teacher to provide support for teaching and learning and associated activities in accordance with school policies and procedures. This may include providing general support for whole class learning activities, or supporting individuals or small groups of pupils.

Main Duties and Responsibilities

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- To provide agreed support to the teacher in the delivery of planned whole class learning activities.
- To work under the direct supervision of a teacher to carry out planned learning activities with small groups or individual pupils, providing feedback on their engagement in activities and their achievement of the desired learning objectives.
- To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
- To observe and feed back to the teacher on pupil performance and behaviour, taking action as appropriate in line with relevant school policies.
- To support the physical, intellectual, emotional and social development of pupils, including contributing ideas and suggestions to support planning, to meet their development needs.
- To interact with and respond positively to all children.
- To promote the development of pupils' self-reliance, self-esteem and emotional resilience.
- To provide care and encouragement to children with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.
- To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
- To support pupils to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum.
- To prepare and utilise ICT resources to support pupils learning.
- To prepare and support the use of learning materials and create visual displays, in accordance with the requirements of the teacher, in order to facilitate a relevant physical learning environment.
- To contribute to the provision of support for children for whom English is an additional

language.

- To invigilate or provide authorised SEN support for internal and external tests and under formal conditions.
- To encourage participation in structured and unstructured learning activities, including play (timetabled and during breaks).
- To support, as appropriate, in instances where pupils are unwell whilst at the school.*
- To provide toileting support to pupils as necessary. **
- To participate in educational visits and off-site activities, supervising small groups as required by the teacher/organiser and ensuring pupil's health, safety and well-being.
- To undertake midday supervision duties.

* first aid should only be provided by staff who hold appropriate first-aid qualifications. However, any member of staff may be required to provide general support to a child who is unwell or receiving first aid treatment.
** these duties only to be undertaken after appropriate risk assessment.

Special Factors

- The nature of the work may involve the post holder carrying out work outside of normal working hours.
- The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore **a DBS enhanced check is an essential requirement.**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Inspiring Primaries Academy Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.



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Person Specification - Learning Support Assistant			
	Essential	**Desirable**	**How assessed**
Qualifications NVQ 2 in Supporting Teaching and Learning, or equivalent OR Able to demonstrate the ability to meet the STL Level 2 National Occupational Standards relevant to this post. Level 2 qualifications in maths/numeracy and English/literacy			App/Doc App/Doc
Experience Experience of supporting teaching and learning in a formal setting.			App/Ref
Knowledge Knowledge of child protections and health and safety procedures.			App/Ref/Int
Skills/Attributes Good interpersonal communication skills. Ability and willingness to undertake professional development. Empathy with children. Ability to work effectively as part of a team.			Int/Ref App/Int Int/Ref Int/Ref
General Circumstances Attendance - evidence of regular attendance at work. An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.			App/Med App/Int
Factors not already covered Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.			Med

App = Application Form
Test = Test
Int = Interview
Pre = Presentation
Med = Medical Questionnaire
Doc = Documentary Evidence (E.g., Certificates)