**St Ann’s Heath Junior School**

**Learning Support Assistant**

**Job Description and Person Specification**

**The school is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all members of the school and its community to demonstrably share this commitment. We aim to foster good relations between all members of the school community ensuring they are treated equally and without prejudice.**

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| **Main Purpose** |
| To provide learning and support for pupils to ensure they make progress with their learning. This will involve working alongside the teacher to plan and deliver activities and support pupils with routines, transitions and behaviour management. |
| **Duties and responsibilities** |
| **Supporting the pupils**   * Build positive relationships with pupils, promoting high self-esteem and independence * Promote high standards of behaviour, responding to incidents in line with the school’s behavior and relationship policy * Support pupils with social, emotional and mental health needs, escalating concerns where appropriate * Assist with the development and delivery of individual education and support plans |
| **Teaching and Learning**   * Contribute to the planning of differentiated learning activities * Support the teaching of a broad and balanced curriculum * Promote, support and facilitate inclusion by encouraging participation of all pupils * Use effective behaviour management strategies consistently in line with the school’s policy and procedure * Support with the organisation of a stimulating and safe learning environment * Provide feedback to teachers on pupil’s progress and attainment * Keep accurate records of interventions and progress towards targets |
| **Working with staff, parents/carers and relevant professionals**   * Share knowledge and understanding of pupils with other school staff and education, health and social care professionals so that informed decision making can take place on intervention and provision * Communicate effectively with other staff members, pupils and parents/carers * Understand their role in order to be able to work collaboratively with class teachers and other colleagues * Collaborate and work with colleagues and other relevant professionals within and beyond the school |
| **Professional development**   * Help keep own knowledge and understanding relevant and up to date by reflecting on their own practice and through liaison with class teachers and school leaders * Take part in the school’s appraisal procedures |
| **Safeguarding**   * Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies * Work with the designated safeguarding leads (DSLs) to promote the best interests of pupils, including sharing concerns where necessary * Promote the safeguarding of all pupils in the school |

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a Learning Support Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Co-Head Teachers or SLT.

**Person Specification**

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| **Criteria** | **Qualities** |
| **Qualifications and Experience** | * Be qualified to GCSE or equivalent, including at least a Grade 4 previously Grade C in English and Maths * Ideally, some experience of working with children |
| **Skills/ Knowledge** | * Good literacy and numeracy skills * Ability to build effective working relationships with pupils and staff * Effective organisational skills * Effective communication skills * Ideally, good ICT skills * A good understanding of how to support children to learn * Active listening skills * Ability to remain calm in stressful situations * Knowledge of guidance and requirements around safeguarding children * Be committed to Equality, Diversity and Inclusion |
| **Personal Qualities** | * Enjoyment of working with children * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school * Sensitivity and understanding, to help build good relationships with pupils * Commitment to maintaining confidentiality at all times * Commitment to safeguarding pupil well-being and equality * Be organised, flexible and show initiative * Capacity to inspire, motivate and encourage children and young people * A willingness to learn and develop own practice in line with current school priorities |