

Learning Support Assistant L1



Grade & Structure Information

Job Family Code	3CLES	Role Title	Learning Support Assistant
Grade	PS3	Reports to (role title)	SENCO, School Business Manager, Deputy Headteacher, Headteacher

Job Description

Role Purpose including key outputs	<p>To support the class teacher with their responsibility for the development and education of children in schools, which may include pupils with special needs.</p> <p>To assist an individual teacher, or teachers, in delivering and evaluating programmes and adapting teaching materials to suit the particular requirements of individual pupils and groups.</p> <p>To assist in meeting the pupils' need for encouragement, reassurance and comfort and attend to their personal requirements and physical care while encouraging independence at all times.</p>
Line management responsibility	N/A
Budget responsibility	N/A
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p><u>Support delivery</u></p> <ul style="list-style-type: none"> • Deliver 1-1 and/or group support / intervention and monitor pupil performance, including those who have physical, emotional or educational needs, under the direction of senior staff. • Use of relevant tools/equipment. • Carry out routine tasks to organise and maintain the learning environment. • Ensure all well being, behaviour and personal development of pupils. • May carry out personal care routines as appropriate. • Maybe required to respond to pupils' needs in routine, pre-agreed tasks (including routine medical needs). <p><u>Planning and Organising</u></p> <ul style="list-style-type: none"> • Plan own set tasks within the day. • Ensure materials and equipment are available as and when required. • Maybe required to contribute with activity planning. <p><u>Analysis, Reporting and Documentation</u></p> <ul style="list-style-type: none"> • May need to make records of activities/observations for further submission to supervisor as per instructions. <p><u>Work with others</u></p> <ul style="list-style-type: none"> • Respond to individual needs and/or answer simple queries politely and ask for assistance where necessary. • Report any concerns, problems or incidents, e.g. safeguarding, behaviour, breakdowns, deficiencies, in accordance with relevant reporting procedures. • Liaise with parents, visitors, and contractors in a courteous manner, to promote a positive image of the site.

**Representative
Accountabilities
(continued)** Typical
accountabilities in
roles at this level in
this job family

Duties for all

Values: To uphold the values and behaviours of the organisation.

Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.

The Core National Standards for Supporting Teaching & Learning: To understand and carry out role in line with agreed standards, expectations & qualifications.

Contribute to and influence children's learning and personal development.

To have regard to and comply with safeguarding policy and procedures.

Person Specification

Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none">• Basic numeracy and literacy e.g through GCSE qualification in English and Maths or equivalent, or able to evidence ability at an equivalent level.• Able to work towards Vocational Qualifications Level 1 or equivalent experience in relevant field.• Basic understanding of Health and Safety regulations, procedures and the principles of equality and diversity.• Basic IT skills• Ability to operate basic equipment.• Good listening skills and enthusiasm to learn.• Accuracy and ability to follow instructions.• Ability to fulfil all spoken, written and comprehension aspects of the role with confidence through the medium of English in all public facing roles.• May be required to undertake manual handling and physically demanding work.• May be required to undertake first aid qualifications
Details of the specific qualifications and/or experience if required for the role in line with the above description	<ul style="list-style-type: none">• Relevant experience of working with children of primary school age• Ability to motivate children, using positive behaviour management strategies with individuals and groups• Ability and willingness to carry out first aid• Understanding of legislation/safeguarding and an expectation to commit to promote the welfare of all pupils within the school• Satisfactory enhanced DBS clearance is required