

St John's CE Primary School

Job Description & Person Specification

Learning Support Assistant

Job Description

Job Purpose

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

Responsible to The Headteacher

Main Duties and Responsibilities

Support for Pupils

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote and model the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to develop independence and confidence

Support for the Teacher

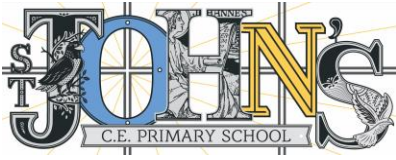
- Prepare classroom(s), as directed, for learning and clear afterwards and assist with display areas in the classroom(s) and shared spaces
- Be aware of pupil needs/progress/achievements and feedback to the teacher, as agreed
- Undertake pupil record keeping, as requested
- Support the teacher in managing pupil behaviour, reporting difficulties, as appropriate
- Gather/report information from/to parents/carers, as directed
- Provide clerical/administrative support e.g. photocopying, etc.

Support for the Curriculum

- Support pupils to understand and develop skills and knowledge; in lessons, pre and post teaching sessions, small group settings (eg, RWI)
- Support pupils in respect of local and national learning strategies e.g. English, Mathematics and the wider school curricula, as directed by the teacher
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person and or using the online systems in place
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall vision/ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings and training as required



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- Participate in training and other learning activities and performance development systems, as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at break and lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

Person Specification

Experience:	Recent and relevant experience of working in a school Experience desirable, but not essential, of working with pupils with Special Educational Needs Basic understanding of child development and learning
Qualifications or Training:	NVQ or equivalent (desirable, but not essential) Trained or willing to be trained in the <i>Team-Teach (or similar)</i> approach to positive handling alongside <i>Therapeutic Thinking</i> behaviour management techniques
Practical Skills:	Good Maths and English skills. Organised. ICT/computing skills