Learning Support Assistant Job Description

St Mary and All Saints Beaconsfield are seeking to appoint a dedicated and passionate Learning Support Assistant. This is an exciting and varied role in which you will be developed and deployed according to your skillset. At St Mary's we consider closely the expertise of our staff members and place them where they can have the most impact.

St Mary's is a fantastic place to work and a caring community. Our school vision of 'Let our light shine, make a difference' is at the heart of what we do. We want every member of our community to show their individual talents and abilities. We also believe passionately that we all have an opportunity to give back to our local and global community, our children live this out every day. If this is the kind of place you could see yourself working in then please do come and visit us and apply for the role.

Job title: Learning Support Assistant - Primary school

Salary: Bucks Pay Range 1b 38 weeks (plus 5 weeks holiday entitlement)

Hours: Monday to Friday 8:45 – 3:30 with half an hour unpaid lunch break

Contract type: Permanent

Reporting to: Assistant Headteacher for Inclusion

Main Purpose
The Learning Support Assistant will:

- Assist teachers in a range of duties to support the education and welfare needs of the children
- Comply with all school policies

Duties and responsibilities:

- To maintain the aims and expectations of the school's vison
- Contribute towards team building and a commitment to learning in the classroom
- Engage and motivate pupils
- Improve the quality of pupils learning
- To support children's learning as required by the class teacher
- To assist individual children or small groups of children within a range of learning activities

- To support the development of knowledge and skills for subjects associated with the curriculum
- To make observations of the children, in consultation with the class teacher
- To help the class teacher and wider school maintain an orderly and inspiring environment
- To assist in the preparation of materials and equipment
- To accompany children to lunch as appropriate
- To accompany individuals or groups of children on visits or projects under the direction of teaching staff
- To assist with special activities in the school within school hours, for example sports days, school assemblies, open days etc.
- To attend weekly LSA training meetings, if on your day of work
- To participate in lunch and break duties when required
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for tests

Health, safety and safeguarding:

- Promote the safety and wellbeing of pupils
- Promote positive behaviours among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school
- To be aware and take account of Health and Safety guidelines, safeguarding requirements following school safeguarding procedures at all times

Professional development:

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own practice

Communication:

- Communicate effectively with work colleagues for the benefit of children, maintaining a professional attitude at all times.

Personal and professional conduct:

- Uphold public trust in the school by maintaining high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Build relationships based on mutual respect and observe professional boundaries

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 the 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 headteacher or line manager. Please note that this job description may be amended at any time in consultation with the postholder.

Person specification – Learning Support Assistant

CRITERIA	QUALITIES
Qualifications and experience	● GCSEs/O Level passes for English and maths or equivalent ● Experience of working with children (desirable)
Skills and knowledge	● Good literacy and numeracy skills ● Good organisational skills ● Ability to build effective working relationships with pupils and adults ● Skills and expertise in understanding the needs of all pupils ● Knowledge of how to help adapt and deliver support to meet individual needs ● Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils ● Excellent verbal communication skills ● Active listening skills ● The ability to remain calm in stressful situations ● Knowledge of guidance and requirements around safeguarding children ● Good ICT skills, particularly using ICT to support learning ● Understanding of roles and responsibilities within the classroom and whole school context
Personal qualities	● Enjoyment of working with children ● Sensitivity and understanding, to help build good relationships with pupils ● A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school ● Commitment to maintaining confidentiality at all times ● Commitment to safeguarding pupil's wellbeing and equality