

Job Description

Job title:	Learning Support Assistant	Contract Type:	Fixed Term Contract
Responsible To:	Headteacher/Phase Leader	Salary Range	Scale 3
Location:	St Pauls Way Primary School		

INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach - educating from nursery to university and beyond - to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust. We are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff.

OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

ROLE SUMMARY:

- To increase the rate of student progress across faculties by adding to the capacity of colleagues to deliver good and outstanding lessons.
- To provide support for students and staff in order to raise standards of achievement for all students, to encourage students to become independent learners, to ensure their safety and welfare and to support the inclusion of students in all aspects of school life.

RESPONSIBLE FOR

1. In and out of class Learning Support for children.

MAIN RESPONSIBILITIES:

1. To work as directed by the Inclusion Manager and under the supervision of the class teacher, with individual students and small groups, delivering interventions, introducing tasks, monitoring children's work.
2. To help all children to access the full curriculum, and to promote independent learning.
3. To monitor children's progress and to provide the class teacher with support in assessing their progress.
4. To help prepare and maintain a purposeful, orderly and supportive environment for learning both indoors and outdoors.
5. To use a range of support methods and resources, including ICT, appropriate to the needs of individuals and groups, as directed by the class teacher/Inclusion Manager.
6. To deliver structured intervention and catch-up programmes to support the development of literacy and/or numeracy skills, and other intervention programmes as directed.
7. To support the organisation of the learning environment, including the production, maintenance and storage of resources.
8. To be aware of the learning needs of individual students, and to differentiate work to meet those needs, contributing to their EHCPs as necessary.
9. To provide targeted support to individuals and groups, including those students with EAL or AEN.
10. To contribute to the planning and evaluation of learning activities for individuals and groups, liaising with and maintaining effective working relationships with colleagues.
11. To contribute to discussions about children's progress and to plan and review support as required.
12. To attend formal meetings to discuss children's progress with parents and other professionals as part of the relevant staff group.
13. To support the school's aims and ethos.
14. Respect the confidentiality of children's information and respond sensitively to their needs, maintaining an awareness of particular learning and physical needs of those they support at all times.
15. To undertake care tasks as appropriate related to children's physical welfare in accordance with guidance and procedures.
16. To share skills with less-experienced colleagues and trainees on work placements, modelling good practice and providing simple demonstrations.
17. To support class team and administration as required including maintaining individual or group records.
18. To accompany children and teachers on educational visits and trips during contracted hours, being responsible for children's safety and engagement in learning activities.
19. To undertake other similar duties commensurate with the grade, provided that such duties are within the competence of the post holder.
20. To keep appropriate records of children's progress and to contribute towards EHCPs, Annual Reviews etc.
21. Contribute to extra-curricular activities.
22. To supervise and manage students in the dining hall, about the school premises and in designated play areas

23. To assist with the maintenance of orderly arrangements.
24. To work with a group of Midday Meals Supervisors to ensure all students are in a safe, healthy and caring environment.
25. To be a significant presence and role model for students and staff.
26. To prepare the dining room areas so that all students can be accommodated during Lunchtime periods, ensuring that the areas are clean, tidy and returned to its normal state for others sessions of the school days.
27. To ensure students behave in accordance with the Behaviour for Learning policy. Making sure that incidents are followed through with the supervisor
28. To ensure that all duties and responsibilities are discharged in accordance with the school's Health & Safety at Work Policy.
29. To ensure students eat in a suitable and acceptable manner and that tables are left clean and tidy. This may involve teaching children to use a knife and fork, encouraging good manners, monitoring eating habits/behaviour and to discuss concerns with the appropriate teacher.
30. To use the school reward system to encourage good behaviour
31. To check lunchboxes and children's selected school meal, to encourage healthy eating and reporting any concerns to the appropriate teacher
32. To supervise designated play areas as directed by their line manager, encouraging social interaction and play.
33. To comply with the Trust's Equal Opportunities, Child Protection, Confidentiality, Security and other policies, assisting with their development and promotion within the school, reporting all concerns to an appropriate person.

The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the post holder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.

Training

The post holder will be required to undertake training as required to be effective in carrying out all duties, such as food hygiene certification or paediatric first aid.

General

- Ensuring that all duties and responsibilities are discharged in accordance with the school's Health & Safety at Work Policy.
- Complying with the school's Equal Opportunities and other policies and assisting with their development and promotion within the school.
- Ensuring comprehensive procedures notes are compiled for key tasks.
- Any other duties commensurate with the grade of the post.

This Job Description is not prescriptive in that the needs of the School may change and this could necessitate revision in the future and amendment at any time, after consultation.

Equality and Diversity

1. The School has a strong commitment to achieving equality in its service to pupils, parents and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

Health and Safety

1. The post holder shall ensure that the duties of the post are undertaken with due regard to the School's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

Safeguarding

1. Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school
2. Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons.

This Job Description is not intended to be prescriptive. The needs of the school may change and this could necessitate revision in the future and amendment at any time, following appropriate consultation.

JOB DESCRIPTION AGREEMENT

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Council's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

CHILD PROTECTION

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.

Signed _____

Date _____