



Job description: Learning Support Assistant

Wisborough Green Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Job title: Learning Support Assistant

Salary: Grade 3 Point 4

Hours: 8.30-3.15 Monday to Friday, term time only, includes lunchtime supervision responsibilities

Contract type: Fixed term

Reporting to: SENDCo / Deputy Headteacher

Main purpose

The Learning Support Assistant will:

- Work as part of a professional team to provide learning and support for pupils, including pupils with special educational needs (SEN), in groups or on a 1:1 basis, within a classroom setting or in designated spaces
- Work with teachers/SENDCo to plan, deliver and evaluate learning activities for individuals and groups
- Support pupils with routines, transitions and behaviour management

Duties and responsibilities

Supporting pupils

- Build positive relationships with pupils, promoting high self-esteem and independence
- Adapt communication style to respond to pupils according to their individual needs
- Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate
- Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy
- Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, group room, playground and dining areas

- Work with pupils not working to normal timetable
- Establish and maintain relationships with families and carers and other adults, e.g. speech therapists

Teaching and learning

- Provide learning activities for individuals and groups of pupils under the professional direction of the teacher/SENDCo, differentiating and adapting learning programmes to suit the needs of allocated pupils with SEN.
- Support the teacher in adaptive teaching, so that where possible all pupils can access the same curriculum expectations through modified resources and support
- Adapt the level of support offered according to the task and the needs of the pupil, allowing pupils to work as independently as possible
- Deliver structured, evidence-based interventions inside or outside the classroom
- Facilitate opportunities for the class teacher to work directly with SEN pupils, by supporting other pupils or groups within the classroom
- Use IT skills to advance pupils' learning
- Monitor, assess, record and report on development, progress, attainment and barriers to learning
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Select and adapt appropriate resources/methods to facilitate agreed learning activities
- Be involved in planning, organising and implementing individual development plans for pupils (such as Individual Learning Plans and EHCPs), including contribution to reviews
- Contribute to the overall ethos, aims and work of the school
- Undertake any other relevant duties given by the class teacher or SENCO

Working with staff, parents/carers and relevant professionals

- Share knowledge and understanding of pupils to 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 parents and carers under the direction of teachers/SLT
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers/SLT
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Professional development

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies and procedures
- Promote the safeguarding of all pupils in the school

Please note, 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 postholder 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.

Person specification: Learning Support Assistant

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths
Experience	<ul style="list-style-type: none"> • Experience of working in a school environment or other educational setting • Experience of working with children / young people with SEN • Experience of planning and delivering learning activities
Skills and knowledge	<ul style="list-style-type: none"> • 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 • Ability to work as part of a team and to be flexible in their approach to daily routines • Active listening skills

	<ul style="list-style-type: none"> • The ability to remain calm in stressful situations • Knowledge of guidance and requirements around safeguarding children • Good IT skills, particularly using IT to support learning
Personal qualities	<ul style="list-style-type: none"> • 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 all pupil's wellbeing and equality • Resilient, positive, forward-looking and enthusiastic about making a difference • Capacity to inspire, motivate and challenge children

Notes:

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary. This job description may be amended at any time in consultation with the postholder.

Last review date:

Next review date:

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____