



Job Title:	Learning Support Assistant with 1:1 responsibilities
Location:	Wraxall C of E Primary
Salary Range:	Grade JG3 SCP 5-6
Reports To:	Classroom Teacher/SENCO/Headteacher

Job Purpose

To undertake work/care/ support programmes, to enable access to learning for pupils and to work alongside the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Main Responsibilities and Duties

Support for Pupils

1. Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters, as appropriate.
2. Supervise and support pupils' ensuring their safety and access to learning.
3. Assist with the development and implementation of Educational, Health & Care Plans / Behaviour Plans and individual curriculum requirements.
4. Establish constructive relationships with pupils', act as a role model, and interact with them according to individual needs.
5. Promote the inclusion and acceptance of all pupils'.
6. Encourage pupils to interact with others when necessary and engage in activities led by the teacher.
7. Set challenging expectations and promote self-esteem and independence.
8. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

Support for Teacher

9. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
10. Be aware of pupil problems/progress/achievements and report to the teacher as appropriate.
11. Assist with the planning of learning activities.
12. Monitor pupils' responses to learning activities and accurately record achievement/ progress.
13. Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
14. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
15. In conjunction with the teacher, collate and report information to and from parents and carers.
16. Administer routine tests and invigilate exams and undertake appropriate marking of pupils' work.

17. Provide clerical/admin support for learning e.g. photocopying, word processing, filing etc.

Support for the Curriculum

- 18. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil needs and responses.
- 19. Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher.
- 20. Promote and support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- 21. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the School

- 22. Be fully familiar and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 23. Be aware of and support inclusion and diversity; and ensure all pupils have equal access to opportunities to learn and develop.
- 24. Contribute to the overall ethos/work/aims of the school.
- 25. Attend and participate in relevant meetings as required.
- 26. Participate in training and other learning activities and performance development as required.
- 27. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required.
- 28. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- 29. To undertake other relevant duties allocated at the discretion of the classroom teacher, Headteacher or another designated supervisor.

Special Notes or Conditions

The Trust is committed to safeguarding and promoting the welfare of all its children and expects all staff to share this commitment. All candidates will need to satisfy the requirements of an enhanced DBS check and two satisfactory references.

Name	
Signature	
Date	September 2020

PERSON SPECIFICATION

Job Title:	Learning Support Assistant with 1:1 responsibilities
Location:	Wraxall C of E Primary

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Experience	<ul style="list-style-type: none"> • Candidate will have a qualification in Literacy and Numeracy equivalent to GCSE Grade A*-C or Level 2, on the national vocational framework. • 1-year experience of working with children of Primary age with SEND, ideally in a school context. • Experience of speech and language, physical and/or therapeutic interventions. 	<ul style="list-style-type: none"> • Working towards NVQ/VRQ Level 2 Teaching Assistant Qualification • Wider experience of working with SEND students • Manual Handling and Paediatric First Aid training
Skills and Abilities	<ul style="list-style-type: none"> • Basic ICT skills. • Excellent and effective communication skills. • Work independently and personalise learning environments when necessary. • Knowledge of: <ul style="list-style-type: none"> ○ Safeguarding procedures ○ SEND code of practice 	<ul style="list-style-type: none"> • Collaborative working with a range of colleagues and the schools' SENDCO, parents and outside agencies.
Work-related Personal Requirements	<ul style="list-style-type: none"> • Ability to work flexibly within a team and motivate students. • Demonstrate a positive attitude. • Reliability, motivation and resilience under pressure. • Attendance at directed times 	<ul style="list-style-type: none"> • Occasional attendance at events beyond school hours, by agreement.