

TUFNELL PARK PRIMARY SCHOOL - JOB DESCRIPTION

POSITION:	Learning Support Assistant x4
GRADE:	Scale 4
HOURS:	35 hours per week
RESPONSIBLE TO:	Deputy Headteacher (Inclusion)

Purpose of the Job:

To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils, to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

Duties:

- Work as part of the staff team at the direction of the Headteacher/DHT Inclusion /SENCo/Class Teacher to support pupils' learning and teaching provision.
- To support the inclusion and progress of those individuals and groups of pupils with additional needs, as directed by the SENCo/DHT Inclusion, implementing individual support plans with assigned key children where appropriate.
- Assist pupils with their physical and welfare needs as appropriate, ensuring their physical wellbeing is paramount.
- Secure the emotional and mental well-being of pupils, supporting children with their needs as appropriate, in line with a trauma-informed approach.
- Support the programmes for teaching the school curriculum, including leading intervention programmes to support and accelerate learning.
- Observe and evaluate focus children's progress in interventions and in class, feeding back to Class Teacher and SENCo/DHT Inclusion through agreed mechanisms.
- Under the direction of the SENCo/DHT Inclusion, communicate and liaise with parents and carers to facilitate the progress and inclusion of pupils, including being the first point of contact for key children as appropriate.
- In collaboration with the SENCo/DHT Inclusion and Class Teacher, communicate with professionals from outside the school and contribute to meetings held to review pupils' progress.
- Provide support for pupils' emotional and social development by encouraging and modelling positive behaviour, and dealing with disruption as agreed in the school's Behaviour Policy.
- At the direction of the Class Teacher, to help to organise classroom activities, prepare resources and implement strategies for teaching and learning.
- Lead and organise play activities across the school day, in line with school's play policy
- To assist and direct pupils in the dining hall during the lunch period, actively promoting healthy eating and a positive mealtime environment
- Attend outings with pupils, in accordance with school policies and safety guidelines, providing assistance with pupils' care and welfare and with the learning activities undertaken.
- Communicate and liaise with other members of school staff in order to ensure the most effective provision for pupils' academic, emotional and social development.
- Undertake any other reasonable duties from time to time as may be directed by SLT

Personal Responsibilities

- Be aware of key school plans, policies and procedures, especially the School Development Plan, Health and Safety Procedures and Child Protection Procedures.
- Take part in Performance Management in order to identify and agree development and training needs.
- Within your contracted hours, and as identified in Performance Management Processes, undertake such training as may be required to enable you to provide the school with effective support. Training may be in aspects of the curriculum, in behaviour management or particular areas of learning need. Training may be provided centrally or in school.

- Within your contracted hours, attend staff meetings as required.
- Be aware of the learning, physical and pastoral needs of the pupils you support.
- Respect the confidentiality of pupil information and respond sensitively to pupils' needs.
- Be aware of, comply with and promote the procedures relating to child protection, code of conduct, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be an exemplary role model and set a good example in terms of dress, punctuality and attendance at all times.

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a safe and positive learning environment
- To undertake regular first aid training as required, and then to administer first aid duties.

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching including participation in events at other schools
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with pupils, parents, carers and other appropriate professionals

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within the school and beyond
- Develop effective professional relationships with colleagues within the school and wider community.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the values, policies and practices of the school and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Person specification – Learning Support Assistant

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Experience of working with children (either paid or unpaid capacity) preferably in an education setting. • Hold an NVQ Level 2 or equivalent or other accredited qualification. • Working towards NVQ Level 3 or equivalent accredited qualification • Demonstrable levels of Numeracy and Literacy equivalent to GCSE A-C (or a commitment to acquiring the qualification within 12 months of employment) • First aid trained (or a willingness to undertake regular first aid training as required)
Experience	<ul style="list-style-type: none"> • Able to form and maintain appropriate professional relationships and boundaries with children and young people • Ability to supervise pupils effectively both in and out of school in line with the school's behaviour policy • Ability to communicate effectively with a range of people • Ability to organise the classroom activities e.g. preparing and setting out resources and implementing strategies for T&L (under direction) • Ability to deal with sensitive information in a confidential manner. • Knowledge of the requirements of the whole school curriculum and the expectations of national standards • Ability to respond to pupils' work using school policy and to identify next steps in learning. • Knowledge & understanding of trauma-informed/Solihull practice • A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the school. • Ability to create and lead meaningful play activities during the school day
Skills and knowledge	<ul style="list-style-type: none"> • Knowledge & understanding of the school's Health and Safety policy • To actively use lesson plans and pupil targets to contribute to learning • Willingness to attend and participate in meetings to review pupil's progress • An awareness of the range of learning, physical and emotional needs of children. • A commitment to deliver services within the framework of the school's equal opportunities policy. • Understanding of and commitment to work within the scope of school policies and procedures.
Personal qualities	<ul style="list-style-type: none"> • Identify and take part in own professional development. • Active team player

Notes:

This job description may be amended at any time in consultation with the postholder.

Review date: 31/05/2022

Headteacher/line manager's signature: _____ **Date:** _____

Postholder's signature: _____ **Date:** _____