Federation of Moorlands & Park Lane Primary Schools

Creating a Community of Excellence

Job Title	Learning Support Assistant Level Two (any key stage)
Grade/Salary Range	RG3 SCP 5 - 11
Hours of Work	Term Time Only and Inset Days as Directed

Supporting The Federation's Visions and Values

As a member of staff within the Federation schools the post holder is required to:

1. consistently conduct their role in order that the Federation vision is achieved for all children and adults within each school
2. continually contribute to the Federation's success through its vision statement and modelled behaviour towards anyone in the school
3. safeguard all children by ensuring the schools' policies on Safeguarding, Health and Safety, confidentiality and data protection are rigorously implemented and promoted at all times
4. promote a culture of inclusion within the Federation as a whole where all views are valued and taken into account
5. contribute to the school self-evaluation and improvement process to embed and maintain a good or better school against OFSTED criteria
6. contribute to the development, implementation and monitoring of the School Development Plan (SDP) and associated action plans and school policies
7. ensure that everyone feels safe at all times and incidences of bullying are dealt with swiftly and fairly
8. consistently secure good pupil behaviour, dealing promptly with conflict and incidents in line with school policy

Statutory Responsibilities of the Role

The responsibilities and accountabilities of all learning support assistants are documented in;

a. The National Occupational Standards for Supporting Teaching and Learning 2007
b. Ofsted: The Framework for School Inspection
c. Berkshire LSCB Child Protection Procedures

Designation of Post within the Federation Structure

The post holder

- is required to hold a NVQ Level 2 qualification in child development and education
- is directly accountable to a member of the teaching staff
- is required to work under the direct instruction of a member of the teaching staff to support access to learning for pupils, providing general support in the management of pupils and the classroom either within the classroom or another designated teaching area
- The post holder will be allocated to either work across the Federation or be based at a particular school

Main Purpose and Duties of the Role

The Learning Support Assistant is responsible for:

1. **Support for Pupils**
   a) attending to the pupils' personal needs, and implement related personal programmes e.g. Individual Education Plans, including social, health, physical, hygiene, first aid and welfare matters
   b) supervising and supporting pupils ensuring their safety and access to learning
   c) establishing good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
   d) encouraging pupils to interact with others and engage in activities led by teaching staff
   e) setting challenging and demanding expectations and promoting self-esteem and independence
   f) providing feedback to pupils in relation to progress and achievement under guidance of the teacher

2. **Support for Teaching Staff**
   a) creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work, under the direction of teaching staff
   b) assisting teaching staff with the planning of learning activities
   c) being aware of pupil problems/progress/achievements and reporting to the teacher as agreed
   d) monitoring pupils' responses to learning activities and accurately recording achievement/progress as directed, regularly feeding back to teaching staff
   e) promoting good pupil behaviours, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
   f) providing clerical/administrative support e.g. photocopying, typing, filing, collecting money

3. **Support for the Curriculum**
   a) supporting pupils to understand instructions
   b) preparing and maintaining equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use
   c) undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
   d) supporting the use of ICT in learning activities and developing pupils' competence and independence in its use

4. **Support for the School**
   a) appreciating and support the role of other professionals
   b) attending relevant meetings as required
   c) participating in training and other learning activities and performance development as required
   d) assisting with the supervision of pupils out of lesson times
   e) accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of a member of teaching staff

Gateway Progression Criteria:

In order to progress through the Gateway the post holder must be able to demonstrate a high level of competence in the following areas:

a) using agreed strategies to support pupils to achieve their individual learning goals
b) establishing constructive relationships with parents and carers in order to gather and share information as directed by the teaching staff
c) undertaking programmes linked to local and national learning strategies and the school curriculum and feedback to teaching staff
d) supporting teaching staff in the administering of tests and routine marking of pupils' work in line with school policy
e) communicating with other professionals and agencies, in liaison with the Teacher, in order to support the achievement and progress of pupils
f) contributing and initiating agreed learning activities to support and develop literacy and numeracy skills
g) for those post holders aspiring to progress to LSA posts at Level Three, a qualification in NVQ Level 3 in child development and education is required

Agreement

This Job Description is not your Contract of employment or any part of it.

It is prepared for the purposes of schools' structures and may change either as your Contract changes or as the organisation of the Federation is changed. All changes will include a consultation period.

This document must not be altered once it has been signed. This document will be reviewed annually by the Governing Body of the Federation of Moorlands and Park Lane Primary Schools.

Signed - Post Holder	
Date	

Signed – Executive Headteacher	
Date	

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PERSON SPECIFICATION
LEVEL 2 TEACHING ASSISTANT

Qualifications:	• NVQ2 for Teaching Assistants or equivalent qualifications or experience • Good numeracy and literacy skills • NVQ2 for TAs or equivalent qualifications or experience
Experience:	• Has worked with children previously, preferably in a primary school • Willingness to take on further training if necessary • Some experience of teaching reading and other basic skills
Personal Commitment:	• Candidates should be able to commit themselves to active support for the ethos of the school.
Professional Competencies:	• Knowledge and understanding of behaviour management techniques. • Contribute to reports and attend meetings about the pupils as required • Knowledge of the primary curriculum.
Skills & Attributes:	• Love of learning. • Personal approachability. • Ability to motivate and relate to children, staff and parents or carers. • Capacity to develop and maintain values and standards by example. • Loyalty, reliability, determination and integrity: a sense of humour and an optimistic outlook! • Capacity for hard work. • Physical stamina, a good record of attendance, good time management and ability to meet deadlines. • Ability to reward achievement and use positive behavioural management techniques. • Ability to empathise with children.
Communications:	• Ability to communicate effectively with children, staff, senior management and parents or carers. • Ability to work as part of a team.