



JOB DESCRIPTION

Title: Learning Support Assistant (Qualified)

Grade: TPLTSS 4

Main purpose of the role

To support and contribute to the pastoral inclusion of identified student/s with additional educational and/or behavioral needs.

Main Duties and Responsibilities

Deliver classroom and school support for students planned with and supervised by teachers

Provide appropriate levels of support needed by students to promote independent learning.

Contribute to the planning, monitoring and assessment cycle for particular children

Implement, adjust and evaluate the pastoral support plan to help remove barriers to learning to enable children to be successful.

Form strong trustworthy relationships with the children, championing what makes them successful.

Help children to increase their confidence and self-esteem by listening to them and devising appropriate strategies

Observe, monitor and give honest and constructive feedback to children and groups of children in relation to their pastoral progress

Manage challenging and/or difficult behaviour and proactively ensure a minimum disruption to others, when such situations arise, investigating any issues when necessary

Aid children transition to new settings

Work closely with external agencies to implement best practice to meet children needs

Assist in any safeguarding issues in liaison with DSL/DDSL when required

Involvement in home/school contact with parents and carers under the supervision of line manager

Contribute to support and study groups outside of lesson time

Carry out such other duties as are required and as are commensurate with the grade of the

post

Support for the school

Develop and maintain working relationships with other professionals

Work effectively with teachers, support staff and other professionals, applying their own strengths and expertise to contribute positively to the overall aims and objectives of the school.

Provide effective support for all other members of the school staff by sharing their own knowledge and expertise in a professional and constructive manner.

Contribute towards short-term planning with other Learning Support Assistants, Teaching Assistants and Teaching staff, preparation of support resource materials in order to meet the needs of individual students.

Use your own initiative to appropriately support children and colleagues in the classroom context. Line Manager/ Teachers to provide support and guidance on a formal and informal basis. Professional judgement to be applied in relation to children learning. School policies and referral procedures must be followed, particularly regarding child protection.

Provide support to improve levels of inclusion and achievement for children with SEND mainly through direct support and through some development activity with the school team

Contributing to the Management of children's behaviour and security

Contribute to the development and maintenance of school procedures which encourage positive behaviour and implement agreed behaviour for learning procedures in the classroom.

Have an awareness of child protection issues and policies.

Be aware of and understand the Equality and Diversity Policy and ensure at all times that the duties of the post are carried out in accordance with the Policy.

Ensure compliance with all Health and Safety legislation and associated codes of practice and school policies.

Participate in lunchtime duty as and when required

Review and Develop own professional practice

Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing professional development. Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.

General

This job only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and may be reviewed annually.

Work Demands

Able to work to strict deadlines but also be flexible to deal with changing priorities and unforeseen circumstances which could be lengthy to resolve.

Periods of concentration will be involved to ensure compliance documents and policies are accurate and produced to a high standard.

Ensure that strict confidentiality is maintained at all times.

Physical Demands

Normal physical effort required.

Working Conditions

Role is based within a school environment.

May involve dealing with challenging situations which can require conflict resolution and dealing with emotive situations.

General Expectations

Develop and maintain working relationships with other professionals.

Contribute to the management of children's behaviour and security.

Review and develop your own professional practice.

Expectations of Jobholder

Be aware of and comply with Trust policies as well as individual school procedures.

Be committed to safeguarding and promoting the welfare of children and young people.

Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder's work.

Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.

Demonstrate professionalism towards sensitive and confidential information.

Comply with and promote Health and Safety policies and procedures and undertake recommended Health and Safety training as and when necessary.

Commit to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.

Undertake such other duties as are commensurate with the grade of the post.

Support the Trust's sustainability ambitions to reduce our carbon footprint and to act as responsible global citizens by reducing energy consumption and waste production at our schools.

Supervisory responsibility

The post holder does not have supervisory responsibilities for other staff.

Skills/Qualifications

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

Person Specification

Job Title: Learning Support Assistant with pastoral specialism

Assessment criteria	Essential	Desirable
Education	Candidate will have a qualification in Literacy and Numeracy equivalent to GCSE Grade A*-C or Level 2, on the national vocational framework. NVQ/VRQ Level 2 Teaching Assistant qualification	Working towards NVQ/VRQ Level 3 Teaching Assistant Qualification.
Experience	Experience of supporting children in an educational setting	Working with students of Primary age within an appropriate context Experience as a Learning Support Assistant in a school supporting children to access learning and make progress
IT skills	Basic ICT skills.	
Other skills	Excellent and effective communication skills.	
Qualities	Ability to work flexibly within a team and motivate students.	Some knowledge of • Child Protection procedures • SEND code of practice

	<p>Demonstrate a positive attitude.</p> <p>Reliability, motivation and resilience under pressure.</p> <p>Attendance at directed times.</p>	<p>particularly pastoral support initiatives</p> <p>Occasional attendance at events beyond school hours, by agreement.</p>
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Equality	<p>An understanding, acceptance and commitment to the fundamental principles of equal opportunities.</p> <p>To work in a way that promotes equality of opportunity and respect for diversity.</p>	
Safeguarding	<p>Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p> <p>To work in a way that promotes the safety and well-being of children and young people.</p>	