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Headteacher: Ruth Hudson

Deputy Headteacher: Linsay Thomson



Person Specification	
Job Title	Learning Support Assistant including playground social skills.
Qualifications and Training	
Experience in working or caring for children of nursery and primary age. Good Numeracy and Literacy skills (GCSE or equivalent in English and Maths an advantage) Proven commitment to professional development	
Essential Personal Qualities	
Reliability, enthusiasm and initiative Friendly and calm manner towards children and adults Flexibility and patience A willingness to learn A willingness to accept direction	
Other Essential Qualities	
Knowledge and understanding of safeguarding Ability to communicate well both orally and in writing Ability to judge when advice/assistance is needed to meet pupils/adults needs and to react calmly and quickly in an emergency An understanding of and a commitment to the need for confidentiality Basic knowledge of first aid Ability to use basic technology – computer, video, photocopier etc. Ability to relate well to children and to adults Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these An understanding of equal opportunities and how it applies within a school environment	
Desirable Qualities	
Previous Teaching Assistant or Learning Support Assistant experience An awareness of particular equal opportunities issues that affect individual pupils and their families	

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Quality First Education Trust

Part of the Quality First Education Trust. Registered company number: 07768645.
 Registered address: Belleville Primary School, Belleville Road, London SW11 6PR

Job Description

Teaching and Learning – Learning Support Assistant

Purpose of the Job

Responsible, under the direction or instruction of the teacher or line manager, to work with individual pupils or to work with small groups to supervise physical and general care of pupils, including those with SEN. Also to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

Main Responsibilities

1. Support for Pupils

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters including medical procedures following appropriate training.
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good relations with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.
- Supervise and support children during breaktimes and lunchtimes.

2. Support for the Teacher

- Prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils work.
- Be aware of pupil problems, progress and achievements and report to the teacher as agreed.
- Undertake pupil record keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gather and report information from and to parents or careers as directed.
- Provide basic clerical and administrative support e.g. photocopying, filing, collecting money etc.

3. Support for the Curriculum

- Support pupils to understand instructions
- Supporting pupils in undertaking literacy and numeracy tasks as directed by the teacher
- Supporting pupils in using basic ICT as directed
- Supporting pupils during PE.
- Prepare and maintain equipment and resources as directed by the teacher and assist pupils in their use

4. Support for the School

- Be aware of 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation
- To be fully aware of the principles of safeguarding as they apply to vulnerable children in relation to the worker's role
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection