

Hazeldene School

Learning Support Assistant

Job Description and Person Specification



JOB DESCRIPTION

Post:	Learning Support Assistant (year group)
Responsible to:	Class Teacher/Assistant Head for Inclusion(SENDCo) / Headteacher
Grade:	2B points 3-5 (£9.36ph- £9.74ph)
Job purpose:	Under the instruction and guidance of teaching staff/managers, to undertake educational activities and attend to the of pupils educational, personal and social, health and wellbeing needs in order to support their learning and development and to ensure their safety.

Main Responsibilities:

The post holder will be responsible for supporting children with their learning, including those with special educational needs under the direction and guidance of class teachers and the Inclusion Leader and to provide for the social, educational and health and wellbeing needs within the school.

Duties:

- To support and uphold the school's vision and values
- To help children of all abilities, including those with special educational needs to learn as effectively and independently as possible, both individually and in small groups
- To run a range of interventions to support individuals and small groups
- To prepare materials and resources to support individuals, small groups and classroom activities
- To work with children on individual targets in reading, writing and maths
- To support children's emotional development and resilience when approaching learning tasks
- To support children's behaviour in line with the school's vision, values and positive behaviour policy
- To assist with children at the beginning and end of the day and in the playground as required
- To have an awareness of and adherence to all school safeguarding procedures and participate in training as appropriate
- To ensure the health and safety of the children and to report any concerns or details of accidents/incidents as necessary to the Headteacher
- To assist in the general care of the learning environment by keeping curriculum resources in classrooms and around the school, tidy and in good order
- To implement and promote the school's equal opportunities policies at all times and to value diversity
- To support the school's wide range of extra - curricular activities; including helping to run a club

To support the teachers including the following:

- To be realistic and aspirational in the expectations of the children may be able to achieve
- To ensure that the voice of the child is central to planning and decision making.
- To report back to class teachers and the Inclusion Leader on the progress of children in literacy and maths and specific interventions, keeping written records as necessary
- To liaise with parents/carers and foster good links between home and school under the guidance of class teachers and the Inclusion Leader
- To support class teachers with educational visits including taking responsibility for the care, welfare and learning of individuals and small groups of children.
- To implement strategies, programmes of work and resources as laid out in Pupils Passports and EHCPs for Learning under the guidance of the Assistant Head for Inclusion (SENDCo) and class teachers

General

- To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the Special Educational Needs Co-ordinator (SENDCo) and other teaching assistants; working at all times within the school's policies and procedures
- To attend relevant in-service and external training as and when required
- To administer first aid or carry out simple medical procedures in line with School procedures
- To attend and contribute to all school meetings as directed by the Headteacher
- To develop activities to promote social interactions between pupils during break times
- To successfully complete safeguarding, first aid/paediatric/food hygiene training as required.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
- To carry out any other reasonable tasks in keeping with the post as specified by the Headteacher

PERSON SPECIFICATION**Qualifications and Training**

NVQ3 or equivalent

Sounds Write trained or equivalent

Experience

- Experience of working with children under the age of 11 in an educational setting
- Experience of supporting children with a range of special educational needs
- Experience of communicating with a wide range of people from different backgrounds
- Experience of record keeping

Knowledge, and Understanding

- Understanding of the educational welfare and social needs of children
- Working knowledge of Children's Passports for Learning/EHCPs
- Basic knowledge of ICT to effectively support the pupils (or willingness to train)
- Understanding of the issues around safeguarding and behaviour in a school setting
- A knowledge of some of the emotional, behavioural and social difficulties that may create barriers to learning

Skills and abilities

- An ability to develop positive relationships with children, valuing their diversity, in order to enhance their learning and social development
- The ability to develop an understanding of the educational, welfare and social needs of pupils
- Proven written and oral communication skills
- Numeracy and literacy skills to effectively support the pupils
- The ability to form and maintain good working relationships with teachers, pupils and parents and be able to work in a team
- The ability to work with a range of professionals from external agencies
- The ability to remain calm in challenging situations and to ask for help when needed

Commitment

- A commitment to uphold the school's vision, values and staff code of conduct
- A commitment to equal opportunities and assisting the school in raising achievement for all its pupils.
- A commitment to becoming familiar with and applying whole school policies, procedures and standards and be willing to implement them in a consistent manner
- A commitment to attend in-service and external training courses and to develop and update knowledge and skills as required