

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

**Role:** Learning Support Assistant

### **JOB DESCRIPTION**

#### **Job Purpose**

- To work under the guidance of teaching/ senior staff and within an agreed system of supervision, to implement agreed work programmes with the individual pupil, in or out of the classroom.
- If the individual pupil is absent, to provide general teaching assistant support to the class teacher and/ or to work in other parts of the school as required by the Headteacher

#### **Support for the Pupil**

- Attend to the pupil's personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support the pupil, ensuring their safety and access to learning
- Establish good relationships with the pupil, acting as a role model and being aware of and responding appropriately to the individual pupil's needs
- Promote the inclusion and acceptance of all pupils
- Encourage the pupil to interact and work co-operatively with others as appropriate
- Encourage the pupil to act independently as appropriate

#### **Support for Teachers**

- Be aware of the pupil's problems/ progress/ achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage all pupils to take responsibility for their own behaviour
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/ report information from/ to parents and carers as directed
- Provide admin. support e.g. photocopying, filing, production of worksheets etc. for the individual pupil

#### **Support for the Curriculum**

- Support the pupil to understand instructions
- Implement agreed learning activities/ teaching programmes, adjusting activities according to the pupil's responses/ needs
- Support the use of ICT in learning activities and develop the pupil's competence and independence in its use

#### **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/ 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
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Support the school's Christian ethos

## **PERSON SPECIFICATION**

### **Experience**

#### Essential

- Experience working in a primary education setting

#### Desirable

- Experience of a Teaching Assistant or Learning Support Assistant role within a primary school
- Experience of working with a child with an ASD diagnosis
- Training in relevant strategies e.g. autism, literacy, bi-lingual, sign language, dyslexia, dyspraxia, ICT, maths, English, CACHE etc.
- First aid experience

### **Skills & Abilities**

#### Essential

- Ability to relate well to children and adults
- Basic understanding of child development and learning
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- Understanding of and sympathy with the Christian ethos of the school

#### Desirable

- Ability to use ICT effectively to support learning
- Ability to use other equipment technology e.g. digital equipment, photocopier, SMART board
- General understanding of national curriculum
- Working knowledge of relevant policies/ codes of practice and awareness of relevant legislation

### **Qualifications**

#### Essential

- GCSE English and Maths grade A\* to C or equivalent
- NVQ Level 2 for Teaching Assistants or equivalent

#### Desirable

- NVQ Level 3 for Teaching Assistants or equivalent
- First aid certificate

