

# Learning Support Assistant

## Job Description

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### Position profile

School	Elm Tree Primary Academy
Post title:	12 Months Fixed Term Learning Support Assistant
Responsible to:	Head Teacher or Line Manager
Remuneration:	Band B SCP 3-4 £24,027 - £24,404 FTE (Actual Salary £17,962 - £18,244) + SEN Allowance £1491 per annum.
Hours:	31hrs per week, term time only + 5 teacher training days

### Job Summary

- To provide classroom support to pupils under the direction of the teacher.
- To work under the direction of teachers/senior staff to implement agreed work programmes with individuals/groups in or out of the classroom.  
This will include programmes of work requiring detailed and specialist SEND knowledge and will involve assisting the teacher in the management/preparation of resources.

### Duties and responsibilities

#### Support to Pupils

To assist pupils in the use of resources including IT.

To maintain pupils' interests and motivation.

To assist pupils with dress/changing for activities/personal hygiene.

To support individual and group work assigned by the teacher in raising core skills.

The care and welfare of pupils to include toileting and self-care skills as required.

Assist with the implementation of individual pupil learning plans, pastoral support plans and safety support plans as required.

Set high expectations in accordance with the pupil's level of need to promote independence and employ strategies to recognise and reward achievement, self-reliance and promote self-esteem.

Provide feedback to pupils in relation to progress and achievement under the guidance of the class teacher.

Support pupils consistently, while recognising and responding to their individual needs ensuring their

safety, access to learning and independence.

Encourage pupils to interact and work cooperatively with others and engage pupils in activities.

Demonstrate a commitment to promoting the wellbeing of pupils.

Assist with the implementation of individual communication strategies/plans.

### **Support to Teachers**

Work with the teacher to establish an appropriate learning environment.

To communicate with colleagues and assist in the assessment of pupil attainment/progress.

Monitor and evaluate pupils' responses to learning activities through observation.

Provide regular feedback and written comments if required to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence through an agreed system.

Assist with the development of learning activities and use strategies in liaison with the teacher to support pupils to achieve learning goals.

Promote positive values and attitudes and pupils' behaviour, dealing promptly with incidents in line with policy and encourage pupils to take responsibility for their own behaviour.

Support the use of technology in learning activities and develop pupils' confidence and independence in its use.

Establish positive relationships and communication with parents and outside agencies.

To liaise with teachers and other staff to obtain, exchange and record information on pupils in accordance with school policy.

### **Support to School**

To be aware of and comply with school 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, ensuring all pupils have equal access to opportunities to learn and develop.

To contribute to the overall ethos/work/aims of the school.

Attend and participate to meeting as required.

Participate in training, learning activities and performance development as required.

To maintain school routine.

To supervise pupils at lunch time and break time as required.

Accompany teaching staff and pupils on trips and out of school activities.

To maintain a safe environment.

Other duties:

To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of the job.

To act professionally and with integrity at all times.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

The duties described in this job description must be carried out in a manner that promotes equality of opportunity, dignity and due respect for all pupils, parents, colleagues and the wider community and is consistent with the trust's equal opportunities policy.

1. To participate in the operation of the Trust's Appraisal Scheme.
2. It is your responsibility to carry out your duties in line with the Trust policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.
3. Such other duties as may be appropriate to achieve the objectives of the post to assist the school or Trust in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
4. The post holder must at all times carry out his/her responsibilities with due regard to the Trust policy, organisation and arrangements for Health and Safety at Work.

#### Note

1. This job description is not necessarily a comprehensive definition of the post. The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Head Teacher/ SLT with the postholder.

## PERSONNEL SPECIFICATION

<b>Job Title</b>	Learning Support Assistant (Level 2) with NVQ2
<b>Band/Job Group</b>	Band B SCP 3-4
<b>Hours/Weeks</b>	31 hours term time only
<b>School</b>	Elm Tree
<b>Responsible to</b>	Head teacher/line manager

Qualifications and Experience	<p>NVQ Level 2 in Childcare or equivalent</p> <p>Experience of working with reception, key stage 1 and 2 pupils</p> <p>A minimum of 2yrs school based experience</p> <p>At least grade C/4 GCSE maths and English</p> <p>Evidence of CPD</p> <p>A commitment to future professional development</p> <p>Knowledge and Experience of Primary Curriculum</p> <p>Knowledge and understanding of Equal Opportunities</p> <p>Knowledge of Health and Safety issues</p>
Training	Willing to attend relevant training

<p>Knowledge and skills</p>	<p>Understands the needs of autistic pupils and pupils with communication difficulties.</p> <p>Understand the needs of pupils with learning needs.</p> <p>Be computer literate.</p> <p>Work with individual or small groups of pupils with additional needs</p> <p>To be able to support teaching staff in the assessment of academic achievement and pupil need.</p> <p>Take a role in raising pupils' aspirations and independence.</p> <p>Support staff to create a positive learning environment.</p> <p>Experience of delivering programs of with in collaboration with teachers and other specialists.</p>
<p>Personal qualities</p>	<p>Able communicator</p> <p>Good organisational skills</p> <p>Commitment, enthusiasm, a sense of humour and determination to succeed.</p> <p>A capacity for hard work and an aptitude to work as part of the wider staff team.</p> <p>Demonstrate an ability to work with pupils and families in a sensitive and positive way.</p>
<p>Commitment to the following</p>	<p>Pupils with additional needs.</p> <p>Raising standards for pupils</p> <p>Setting a good example in terms of dress, punctuality and attendance.</p> <p>An enthusiasm and determination to support the vision and values of the school community.</p>
<p>Legal Requirements</p>	<p>Enhanced DBS Clearance</p>