

JOB DESCRIPTION AND PERSON SPECIFICATION

Role: Learning Support Assistant

Hours: 18.75 hours per week – Monday to Friday 8.45am to 12.30pm – 39 weeks per annum (includes INSET days)

Grade: ME4, Scale Point 3-4 £20,835 to £21,210 pro-rata (Approx £9,626 to £9,796)

Date: As soon as possible

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
- 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

