

## **JOB DESCRIPTION: LEARNING SUPPORT ASSISTANT**

### **Support for Pupils**

- Provide pastoral support to pupils
  - Receive and supervise pupils excluded from, or otherwise not working to a normal timetable
  - Attend to pupils' personal needs and provide advice to assist in their social, health & hygiene development
  - Participate in comprehensive assessment of pupils to determine those in need of particular help
  - Assist the teacher with the development and implementation of Individual Education/Behaviour/Support/Mentoring plans
  - Support provision for pupils with special needs
  - Establish productive working relationships with pupils, acting as a role model
  - Develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils
  - Promote the speedy/effective transfer of pupils across phases/integration of those who have been absent
  - Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance
  - Challenge and motivate pupils, promote and reinforce self-esteem
- Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.**

### **Support for Teachers**

- Liaise with feeder schools and other relevant bodies to gather pupil information
- Support pupils' access to learning using appropriate strategies, resources etc.
- Work with other staff in planning, evaluating and adjusting learning activities as appropriate
- Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording
- Provide objective and accurate feedback and reports as required, to other staff on pupils achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested
- Assist in the development and implementation of appropriate behaviour management strategies
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links
- Assist in the development, implementation and monitoring of systems relating to attendance and integration

Clerical/admin support e.g. dealing with correspondence, compilation/ analysis/reporting on attendance, exclusions etc., making phone calls etc.

### **Support For Curriculum**

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
  - Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning
- Determine the need for, prepare and use specialist equipment, plans and resources to support pupils

### **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
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils

- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Assist in the supervision, training and development of staff
- Implement planned supervision of pupils out of school hours
- Supervise pupils on visits, trips and out of school activities as required

### **General Duties**

Attend and participate in relevant meetings, training and other learning activities and performance development as required.

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. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.

Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment.

**Be flexible in meeting the needs of newly arrived pupils who may require support that is specific to their needs i.e. nappy change, lunchtime/playtime supervision, support in moving around the school site etc.**

### **Safeguarding**

- Be responsible for promoting and safeguarding the welfare of all children, especially those who are vulnerable and have additional needs.
- Be familiar with and have read Part 1 of KCSIE September 2023, and adhere to the school's agreed policy and procedures for child protection
- Pass on any concerns about a child to the DSL or the Deputy DSL at the earliest opportunity
- Read, sign and adhere to the school's Acceptable Use Policy and not bring the school's reputation into any disrepute (online and offline)
- Read, be aware and implement the school's GDPR policy in your daily practice
- Professional responsibility/adhere to the GDPR policy including use of 'Whatsapp', mobile phones and all social media platforms.



## PERSON SPECIFICATION

<b>Education and Qualifications:</b>	<ul style="list-style-type: none"><li>• Experience of working with, or caring for, children of relevant age.</li><li>• Experience delivering a range of interventions</li><li>• Understanding of relevant policies/codes of practice and awareness of relevant legislation.</li><li>• General understanding of national/foundation stage curriculum and other basic learning programmes/strategies.</li><li>• Basic understanding of child development and learning.</li><li>• Enhanced DBS check.</li></ul>
<b>Experience/ Knowledge/Skills:</b>	<ul style="list-style-type: none"><li>• NVQ 2 for Teaching Assistants or equivalent qualifications or experience.</li><li>• First aid training/training as appropriate.</li><li>• Training in the relevant learning strategies e.g. literacy.</li></ul>
<b>Other job requirements:</b>	<ul style="list-style-type: none"><li>• Good numeracy/literacy skills, to at least Level 2.</li><li>• Effective use of ICT to support learning.</li><li>• Effective use of other equipment technology – video, photocopier.</li><li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li><li>• Ability to relate well to children and adults.</li><li>• Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</li></ul>