**Sheldwich Primary School**

**Little Hedgehogs Pre-School**

**JOB DESCRIPTION**

**Learning Support Assistant**

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| Name |  |
| Salary scale |  |
| Line Manager |  |

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| **Purpose of the Job** |
| To work with teachers to support teaching and learning, providing specialist support and specific assistance to pupils and staff under the direction, guidance and direct supervision of the class teacher.  To work with the whole staff team to provide a safe, caring and stimulating environment for children.  To work with and support colleagues to enhance children’s education and social development with special attention being paid to fostering positive behaviour.  Support students, trainees and others on work placements or work experience. |
| **Key Duties and Responsibilities (all or some will apply to your role)** |
| * Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils * Assess, record and report on development, progress and attainment as agreed with the teacher * Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher * Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate * Provide specialist support to pupils where English is not their first language * Invigilate exams and tests * Escort and supervise pupils on educational and out of school activities * Guide and support pupils in their personal, emotional and social development * Prepare and present displays * Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas * Be involved in planning, organising and implementing individual development plans for pupils, including attendance at, and contribution to, reviews * Work with pupils not working to the normal timetable. * Support pupils to understand instructions support independent learning and inclusion of all pupils      * Support the teacher in behaviour management and keeping pupils on task * Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment. * Record basic pupil data * Support children’s learning through play * Support pupils in using basic ICT * Assist with children’s personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue) * Assist with pupils on therapy or care programmes, designed and supervised by a therapist / teacher * Undertake day to day nursery duties to ensure high standards or care and education are maintained * Adhere to the school and nursery policies and procedures * Be a key worker at the nursery and establish informal relationships with parents and carers of the children to ensure they are engaged in the child’s education and development * Any other tasks as directed by headteacher which fall within the purview of the post |
| *This job description may be amended at any time after discussions with you, but in any case will be reviewed during your annual Performance Management.*  Signed: …………………………………………………………..………………… Employee  Signed: ………………………………………………………………………..……. Headteacher  Date: …………………………………………. |

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| **PERSON SPECIFICATION – Learning Support Assistant KR4** | |
|  | **CRITERIA** |
| **QUALIFICATIONS** | Level 2 Diploma (or equivalent)  Level 3 Diploma (or equivalent) if role is in Pre-School  Paediatric First Aid Certificate or willingness to obtain  Requires knowledge and procedures for supporting and leading learning activities in a specialist area.  Knowledge and skills supporting teaching and learning including knowledge of a specialist aspect of supporting learning and teaching or equivalent experience |
| **EXPERIENCE** | Successful relevant experience of working with children |
| **SKILLS AND ABILITIES** | Have necessary skills to manage and supervise whole class activities safely and be able to use a range of strategies to deal with pupil behaviour.  Ability to use specialist equipment/materials and be able to demonstrate and assist others in their use  Be able to devise and implement structured learning activities, under the direction of the teacher, and be able to evaluate their effectiveness and measure pupils’ progress, giving feedback as required.  Ability to relate well to children and adults, understanding their needs and being able to respond accordingly.  Good influencing skills to encourage pupils to interact with others and be socially responsible. |
| **KNOWLEDGE** | Have good working knowledge of relevant policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality |