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**Churchill C.E. Primary School**

**Job Description:** Learning Support Assistant

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| **Name:** |  |
| **Date Appointed:** |  |
| **Grade:** | **Kent Range 4** |
| **Responsible to:** | **Classroom Teacher** |

**Purpose of the Job:**

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

**Key duties and responsibilities:**

1. Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.
2. Lead small group and 1:1 intervention, both in the classroom and in nearby spaces.
3. Support pupils to understand instructions, support independent learning and inclusion of all pupils.
4. Support the teacher in behaviour management and keeping pupils on task.
5. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
6. 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.
7. Communicate with internal and external professionals regarding the progress of your designated child and their barriers to learning.

**Teaching Assistants in this role may also undertake some or all of the following:**

1. Record basic pupil data.
2. Work under the teachers’ direction, using research, initiative and creativity to meet the learning needs of designated pupils.
3. Support children’s learning through play and discussion
4. Assist with break-time supervision at any time during the school day, including facilitating games and activities both inside and outdoors.
5. Assist with escorting pupils on educational visits offsite.
6. Support pupils in using basic ICT.
7. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
8. Provide pupils with oral and/or written feedback.

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**Person Specification:** Learning Support Assistant

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA**  |
| **QUALIFICATIONS** | * Level 1, 2 or 3 Diploma (or equivalent) with proficient practical skills.
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| **EXPERIENCE** | * Previous experienced of working with children, especially those with SEND.
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| **SKILLS AND ABILITIES** | * Numeracy and literacy skills – Good GCSE pass or equivalent.
* Basic IT skills.
* Have ability to relate well to both 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.
* Good communication skills to articulate your designated child’s progress and leanring barriers clearly to internal and external professionals
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| **KNOWLEDGE** | * Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
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