**The Pathway Academy Trust**

|  |  |
| --- | --- |
| **School(s)** | **Culverstone Green Primary School** |
| **Name:** |  |
| **Job Title:** | **Learning Support Assistant / Key Worker support assistant** |
| **Grade:** | **KR3**  |
| **Responsible to:** | **Line Manager** |

**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.

Demonstrate consistent high standards of personal and professional conduct, acting within the statutory frameworks, which set out their professional duties and responsibilities and make a positive contribution to the wider life and ethos of the school.

To work with teachers as part of a professional team to support teaching and learning for a designated child / group of children with medical and/or SEND or additional needs. To ensure that this provision is implemented effectively to enable good progress from the child’s starting point and all necessary care, including medical, is provided.

**Key duties and responsibilities:**

* Work with individuals or small groups of pupils, under the direct supervision of teaching staff and provide feedback to the teacher.
* Support the class teacher in giving feedback to children, verbally or through marking books.
* Support pupils to understand instructions, support independent learning and inclusion of all pupils.
* Support the teacher in behaviour management and keeping pupils on task.
* Encourage pupils to interact and work co-operatively with others and promote independence, confidence and self-esteem.
* 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.
* Contribute to playground, assembly duties etc.as directed by the class teacher and / or SLT.
* Under the guidance and direction of the class teacher and Inclusion Leader, support pupil(s) to manage medical needs relating to eating during the school day, including playtimes and lunch break.
* Ensure the health, safety and welfare of the pupil(s) is maintained at all times, responding appropriately to any signs of health problems. Where appropriate and in line with the care plan drawn up by the Nursing Team and Inclusion Leader, attend to pupils’ health and personal needs when required
* Promote the inclusion and independence of the pupil(s) within the classroom and school.
* To provide support in such a way that the pupil(s) is/are able to feel independent but timely interventions where required have a positive impact on health, well-being and learning.
* To feedback to class teacher any observations relating to the pupil’s well-being and mental health as well as any information relating to progress or behavior for learning during lessons.
* Liaise closely with teachers, Inclusion Leader, parents and health professionals as part of the wider class staff team to support pupils’ learning and progress.
* To assist generally in the class as part of the wider class team.
* Accompany the pupil on educational visits.
* To attend training and update training based on the needs and medical needs of the designated child.

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

* Record basic pupil data.
* Support children’s learning through play.
* Assist with break-time supervision including facilitating games and activities.
* Assist with escorting pupils on educational visits.
* Support pupils in using basic ICT.
* Invigilate exams and tests.
* Assist with pupils on therapy or care programmes, designed and supervised by a therapist / teacher.
* Assist with the reception and departure of children at the beginning and end of school sessions (be in classroom).
* Assist the supervision of children during events e.g. discos (within contracted hours).
* Contribute to the overall ethos, aims and work of the school.
* Attend regular team meetings and participate in training activities, where appropriate.
* Take an active role in the wider class, knowing and supporting other children as appropriate and where directed by the class teacher / Inclusion Leader
* Provide lunchtime supervision for the designated child and/or a wider class group.

GENERAL

* Be aware of and comply with all policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupils’ wellbeing.
* Support the safeguarding and welfare of children and young people within the school.
* Be aware of and support difference and ensure equal opportunities for all.
* Contribute to the overall ethos / aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.
* Participate in training and other learning activities and performance development as required. Share good practice with colleagues, receive support from others in areas of development.
* To fulfil any other duties as required by the Head Teacher with the agreement of the post holder.

This job description describes the way in which the post holder is expected and required to perform and complete the particular duties set out above.

It can be amended, in consultation with the Head Teacher, to reflect the changing needs of the school and should be reviewed annually.

Job Holder…………………..…………………………………………….. Date ……………………….

Head Teacher..……………………………………...………………….... Date…………….…………..

**The Pathway Academy Trust**

**Person Specification:** Learning Support Assistant / Key Worker 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.

|  |  |
| --- | --- |
|  | **CRITERIA**  |
| **QUALIFICATIONS** | * Minimum Level 2 or 3 Diploma (or equivalent) in education or childcare, with proficient practical skills.
 |
| **EXPERIENCE** | * Previous experienced of working with children.
 |
| **SKILLS AND ABILITIES** | * Good communication skills, and be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.
* Numeracy and literacy skills.
* Basic IT skills.
* Works well in a team.
* Have the 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.
* The ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances / situations.
 |
| **KNOWLEDGE** | * Knowledge of policies and procedures relating to child protection, health and safety, security, equal opportunities and confidentiality.
* Basic knowledge of pediatric first aid an advantage.
 |