

School(s) Meopham Community Academy

Name:

Job Title: Learning 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.

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.

Learning Support 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).

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.....

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.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Minimum Level 2 or 3 Diploma (or equivalent) in education or childcare, with proficient practical skills.
EXPERIENCE	<ul style="list-style-type: none"> • Previous experienced of working with children.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.