

## Job Description & Personal Specification

**Post:** Learning Support Assistant

**Name:**

**To Whom Accountable:** Class Teacher and the Headteacher.

### Overall purpose and main functions of the Job:

To assist in promoting the learning and personal development of the pupils to whom you are assigned, to enable them to make best use of the educational opportunities available to them.

1. To aid the pupils to learn as effectively as possible both in group situations and on their own by, for example:
  - Clarifying and explaining instructions;
  - Ensuring pupils are able to use equipment and materials provided;
  - Motivating and encouraging the pupil(s) as required by providing levels of individual;
  - Attention, reassurance and help with learning tasks as appropriate to pupils' needs;
  - Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc.;
  - Using praise, commentary and assistance to encourage pupils to concentrate and stay on task;
  - Liaising with class teacher, SENCO and other professionals about individual education plans (IEPs), contributing to the planning and delivery as appropriate dependant to the individuals skills, experience and specific qualifications;
  - Providing additional nurture to individuals when requested by the class teacher or SLT;
  - Consistently and effectively implementing agreed behaviour management strategies (PBRs);
  - Helping to make appropriate resources to support the pupils;
2. To establish supportive relationships with the pupils concerned.
3. To promote the acceptance and inclusion of the pupils with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner.

4. Monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
5. To give positive encouragement, feedback and praise to reinforce and sustain the pupils' efforts and develop self-reliance and self-esteem.
6. To mark pupils' work under the direction of the class teacher.
7. To support the pupils in developing social skills both in and out of the Classroom.
8. To support the use of ICT in learning activities and with specific programmes to support learning. (For example RWI, THRIVE etc.)
9. To provide regular feedback on the pupils' learning and behaviour to the Teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted.
10. Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development.
11. When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance.
12. Where appropriate, to know and apply positive handling techniques.
13. To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc.
14. Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information.
15. To be aware of confidential issues linked to home/pupil/teacher/school.
16. To contribute towards reviews of the pupils' progress as appropriate.
17. To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.

18. To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties.
19. To accompany teacher and pupils on educational visits.
20. To provide individual support, as required, during examination sessions.
21. To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.
22. To actively support and be fit for practice to follow/implement the 'Restrictive Physical Holding' (RPI) Policy of the school. This will include using agreed interventions to maintain the safety of all pupils and staff and the discipline of the school.

#### **Pastoral / safeguarding / well-being support of pupils**

- To work together with Heath Farm School and as part of a team, to ensure the well-being of all children in our care is supported at all times;
- To make appropriate entries on the school's online behavioural tracking system 'Sleuth' and have the relevant academic and IT skills to complete complex incident reports.

#### **Supervision**

- To be able to be fit for practice in all the curriculum subjects including PE and outdoor based activities;
- To be available for briefing fifteen minutes before the school day;
- To be available and an active member of staff for break and lunchtime duties.

#### **Resources**

- To prepare materials as required by your class teacher;
- To assist in the preparation of materials as necessary / requested for curriculum requirements.

	Essential	Desirable
Minimum of 3 GCSE's or equivalent	✓	
NVQ Teaching Assistant or equivalent		✓
Good literacy and numeracy	✓	
Child Protection, Safeguarding and MAPA Training		✓
Driving licence		✓
Experience of working with young people within classroom environment		✓
Experience of working with Looked after children (LAC)		✓
Understanding of needs of children in care		✓
Understanding / knowledge pupils with Special Educational Needs (SEN)		✓
Good listener	✓	
Ability to work as part of a team	✓	
Competent in the use of ICT	✓	
Flexible and approachable	✓	
Ability to deal sensitively with people and help to resolve conflict	✓	
Adaptability	✓	
Able to support pupils in their learning	✓	
Able to contribute to report writing and record keeping	✓	
Enthusiastic about new experiences / situations	✓	
Calm under pressure	✓	
Good sense of humour	✓	
Positive and energetic approach to work	✓	
Non-confrontational and patient	✓	
Set a good example of tolerance and respect for others	✓	
Empathetic	✓	
Willing to learn from the good practice of others	✓	