**Slade Primary School**  

**Job Description:** ***Learning Support Assistant for EAL Pupils***

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| **School:** | Slade Primary School |
| **Grade:** | Kent Range 3 |
| **Responsible to:** | Inclusion Leader |

**Purpose of the Job:**

To work under the direction of the Inclusion Leader and class teachers to enable the pupils to learn successfully in class and for the pupils provision to be as inclusive as possible. To take direction as appropriate from the Inclusion Leader, Class Teachers or other professionals as to what reasonable adjustments should be made for the pupils to be successful in school. To liaise closely with the Inclusion Leader, Class Teachers and other professionals to agree suitable provision, including out of class support or supervision as necessary and to deliver any recommended interventions suggested by the professionals involved with the children e.g. speech and language programs.

**Key duties and responsibilities:**

* To be responsible for the support and wellbeing of EAL pupils with a focus on language acquisition and development. This support will be flexible and tailor-made to meet the pupils’ needs as necessary.
* Liaise with the Class Teachers to understand the objectives of each intervention/lesson and how EAL pupils might be best supported.
* Assist the Class Teachers with observation and monitoring of the progress of the EAL pupils, both educationally and socially.
* Assist with ensuring EAL pupils are able to fully access lessons, assemblies, workshops, trips and the general life of the school by adapting language and resources where appropriate to support their understanding.
* Under the direction of the Inclusion Leader, Class Teachers or other professionals plan and deliver support programmes and interventions, differentiating as necessary and prepare resources and report back progress.
* Under the direction of the Inclusion Leader, Class Teachers or other professionals administer both formative and summative assessments to monitor progress and identify next steps for provision.
* Assist the Inclusion Leader and Class Teachers as required.
* Assist with ensuring the school has a stimulating learning environment and is representative of the languages spoken in our school.
* Liaise with the school Family Liaison Officer to foster and develop relationships with the parents of EAL pupils as and when appropriate.
* Liaise with the Attendance Officer regarding new children joining the school for whom English is an additional language to ensure appropriate support is in place from their start date.
* Undertake training and attend relevant meetings within contracted hours as required to ensure continuing professional development.
* Supervise at playtime to ensure the safety of the children. Participate in and supervise pupils in off-site activities, including those to meet pupil’s individual needs.
* Such other reasonable duties as the Headteacher may from time to time require.

As a member of staff at Slade Primary School you are responsible for working with the staff, parents, pupils, and other agencies to safeguard and promote the welfare of all children at school.

All members of staff are expected to promote positive behaviour patterns, raise self-esteem, and improve independent working in children to assist their education and growth and enable them to reach their full potential. They promote equal opportunities and respect confidentiality.

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.

**Slade Primary School** 

**Person Specification:** Learning Support Assistant

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|  | **CRITERIA** |
| **QUALIFICATIONS** | * NVQ 2 for Teaching Assistants or equivalent      * Good numeracy/literacy skills such as GCSE English and Maths at Grade C or above (or equivalent) |
| **EXPERIENCE** | * Working with or caring for children of a relevant age to those in the school * Some experience of working with children or adults for whom English is an additional language |
| **SKILLS AND ABILITIES** | * Team work skills: ability to be an integral flexible member of the staff team * Ability to provide a caring and structured learning environment for pupils * Able to work under supervision of the class teacher and Inclusion Leader * Able to reinforce teaching points during teacher input * Communications skills: able to explain, problem-solve and adapt language where appropriate * Flexible approach; able to respond to individual pupil needs * Promote a positive ethos and be good role model * Interpersonal skills: able to liaise sensitively and effectively with the class teacher, Inclusion Leader and parents recognising LSA’s role in pupils' learning * Able to constantly improve own practice/knowledge through self-evaluation and learning from others * Ability to observe and report on pupil performance * Organisational skills: ability to plan and evaluate learning tasks * Ability to prepare resources to support learning programmes * Basic ICT skills, use of computer, digital camera and photocopier |
| **KNOWLEDGE** | * Basic understanding of a child's development and Learning and of individual differences in children * Understanding of the relevant policies/codes of practice and awareness of relevant legislation in the context of LSA role * General understanding of national/foundation stage curriculum and other relevant learning programmes/strategies * Some understanding of the curriculum and its implementation in a primary school environment * Some understanding of how EAL pupils learn and how delayed speech and language may impact upon their ability to learn * Some understanding of techniques to motivate pupils * Some understanding of how to support a pupil and how to enable the child to learn at their level * An understanding of inclusion and how it applies in a school setting |
| **Personal characteristics** | Calmness  Confidentiality  Empathy  Enthusiasm  Flexibility  Initiative |

Enhanced DBS required