



Post: Learning Support Assistant

Reports to: Class Teacher / Headteacher

Main Professional Duties

To work under the direct instruction of teaching staff, usually in the classroom with the teacher. To support access to learning for pupils and provide general support to the teacher in the management of pupils in the learning environment.

Specific Tasks and Duties

- Supervise and support pupils ensuring their safety and access to learning facilitating when required.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.
- Prepare classroom as directed for class sessions and assist with displays of pupils' work.
- Undertake pupils' record keeping as requested.
- Support the teacher in managing pupil behaviour and implementing behaviour programmes, reporting difficulties as appropriate.
- Gather information on pupils as requested.
- Provide general support to nominated class teachers, i.e. photocopying, preparing resources, displays, etc.

Specific School Based Tasks & Responsibilities

- Be aware of and comply with school policies and procedures, in particular those relating to Health & Safety, Child Protection, and Security.
- Be aware of and support the different special needs of the pupils and ensure that all pupils have equal access to opportunities to learn and develop.
- Appreciate, respect and support the role of all others within the school.
- Participate in training relevant to the needs of the post and the school.
- Show commitment to team working within the classroom, team and school.

Person Specification Learning Support Assistant

A = Application form I = Interview

Category	Job Requirements Essential	Job Requirements Desirable	Method of Assessment
Equal Opportunities	Commitment to the school's Equal Opportunities Policy and acceptance of their responsibility for its practical application.		AI
Education and Training	Ability to read and write clearly and accurately in order that meaning is understood and conveyed.	GCSE (or equivalent) in English and Maths	AI
Experience	Experience of working / volunteering with children / young people with SEMH/Challenging behaviour Experience of working with children/young people looked after by the local authority	Experience in a school environment. Experience of working / volunteering with pupils with special educational needs or disabilities	AI
Abilities & Skills	IT Skills to include Word, Outlook (emails and attachments), Powerpoint, Photographs and photocopiers Willingness to support children on a range of curriculum activities and therapies both in school and the local community Ability to follow verbal and written directions on activities relating to the children. Ability to record clear, precise observations of children. Ability to work positively and supportively with children who exhibit complex and difficult behaviours.	Able to drive	AI
Personal Qualities	Good communication skills Empathetic Ability to work as part of a team Ability to use own initiative Confident Patient Punctual Reliable Flexible General good level of fitness		I

The school is committed to the safeguarding and welfare of students and expects all its employees to share this commitment. This post is exempt under the Rehabilitation of Offenders Act 1974 and the successful applicant will be subject to an enhanced check by the Disclosure & Barring Service as well as additional recruitment checks.