

## Job Description

<b>Title:</b>	Learning Support Assistant
<b>Responsible to:</b>	Head Teacher, SLT, SenCo
<b>Hours/Weeks:</b>	39 weeks per annum (term time), 32.5 hours per week

### **MAIN PURPOSE OF THE JOB**

To work under the instruction / guidance of the teacher or senior staff to deliver support to individual or groups of children to enable them to access learning and maximise their chances academically, socially and morally.

### **Key Duties**

- Assist teachers and senior staff to ensure pupil progress.
- Assist teachers in developing and maintaining an attractive and stimulating learning environment.
- Prepare, maintain and use resources required to meet learning intentions and specific needs.
- Ensure accurate records and observations are kept as well as where appropriate helping assess and feedback.
- Administer routine tests, invigilate exams and undertake routine marking of pupil's work.
- Supervise lunchtime and break time.

### **Job activities to include**

- Supervision and provision of support for pupils, including those with additional needs, ensuring their safety.
- Encouraging pupils to interact appropriately with others and engage in class and school activities.
- Supervise and assist with medical / toileting needs as required.
- Set challenging and demanding expectations and promote independence and self-esteem, providing feedback in line with school policies and teacher guidance.
- Establish constructive relationships with pupils and interact with them according to individual needs, promoting inclusion.
- Help create maintain a purposeful, orderly and supportive environment in accordance with lesson plans and the school display policy.
- Assist with the planning of learning activities, monitoring pupil's responses to these and make accurate recordings as directed.
- Use a range of strategies, in liaison with the teacher or senior staff to support pupils to achieve learning goals and personal targets.
- Promote excellent pupil behaviour, dealing promptly with incidents in line with the agreed behaviour policies.
- Establish constructive relationships with colleagues, parents and carers and other staff and partners involved with the school.
- Provide administrative support for the teacher.

- Undertake structures and agreed learning activities / teaching programmes, adjusting activities according to pupil responses.
- Work with pre-determined guidance, policies, procedures and teacher guidance.
- Assist with the supervision of pupils out of lesson times, including before and after school. Accompany teaching staff on pupil visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Attend weekly meetings and discussion which contribute to the overall aims of the school.
- Demonstrate a commitment to inclusion for all.

## Person Specification

Springhead Park Primary School  
Learning Support Assistant

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	Good numeracy and literacy skills.  GCSE C or equivalent.	NVQ 2 or above for Teaching Assistants or equivalent qualification / experience.  First aid training.  Training in literacy and or numeracy learning strategies.
<b>Experience</b>	Working with or caring for children of a relevant age.	
<b>Knowledge and Skills</b>	Effective use of ICT and relevant technologies.  Basic understanding of child development.  Ability to work under supervision and independently.  Ability to relate well to children.  Ability to work constructively as part of a team.	Understanding of relevant policies and practices.  An understanding of the curriculum and other learning strategies.