**Learning Support Assistant – Job Description (D173)**

**Working Hours**: 37 hours / week

**Grade:** APT&C Grade 5 term time only plus 5 additional days

**Salary:** £20,804 - £21,895 FTE   \* pay award pending

**Responsible to:** Special Educational Needs Coordinator

**Main Duties of the Post:**

To work under guidance of teaching/senior staff, and within an agreed system of supervision, to implement agreed work programmes with individual/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers.

# The primary focus will be to maintain good order and to keep pupils on task. Learning Support Assistants will need to respond to questions and generally assist pupils to undertake set activities.

**Support for Students:**

To develop an understanding of the special educational needs of the students concerned.

To take into account the students’ special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials.

To build and maintain successful relationships with students, and to treat them consistently, with respect and consideration.

To help promote independent learning.

To help reinforce learning.

To assist students with physical needs.

To help students record work in an appropriate way.

To develop study and organisational skills.

To help keep the students on task and to build motivation.

To model good practice.

To help build the students’ confidence and enhance self-esteem.

**Support for Teachers:**

To have formal and informal meetings with teachers to contribute to planning lessons / activities.

To prepare materials and resources.

To prepare students beforehand for a task.

To work on differentiated activities with identified groups.

To support the teacher in implementing specific teaching programmes.

To supervise practical tasks.

To carry out structured classroom assessment/ observation and feedback outcomes.

To be involved in keeping records and evaluating identified students’ progress.

**Support for the School**

To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate.

To support implementation of school policies and procedures, including those relating to confidentiality and behaviour.

To identify personal training needs and to attend appropriate internal and external in-service training.

Any other tasks as directed by the Headteacher which fall within the purview of the post.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

Employees will be expected to comply with any reasonable request from Line Manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced Disclosure from the Disclosure & Barring Service.

**PERSON SPECIFICATION FOR LEARNING SUPPORT ASSISTANT**

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| **SPECIFICATION** | **ESSENTIAL** | **DESIRABLE** |
| Qualification and training | Current NVQ level 2 in English and Maths or equivalent and experience in relevant discipline/job role | Training in the relevant strategies e.g. literacy and/or, in particular, curriculum or learning area e.g. bilingual, sign language, dyslexia, ICT, maths, English, CACHE etc.  Appropriate first aid training. |
| Experience | Evidence of having worked with children in some capacity. | Relevant work experience in a similar environment.  Experience of working with children with SEN, preferably at secondary age. |
| Qualities, skills, knowledge and abilities. | Can use ICT effectively to support learning.  Use of other equipment technology - video, photocopier.  Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.  Working knowledge of national/foundation curriculum and other relevant learning programmes/strategies.  Understanding the principles of child development and learning processes.  Ability to self-evaluate learning needs and actively seek learning opportunities.  Ability to relate well to children and adults.  Work constructively as part of a team: understanding classroom roles and responsibilities and your own position within these. |  |
| Disposition | Able to work on own initiative and as part of a team with minimal supervision  A friendly, positive and flexible approach |  |