

Support Staff Job Description and Person Specification

TITLE:	Learning Support Assistant
Working arrangements:	30 hours/ 39 weeks per year
	Fixed term contract until 31 August 2019
Location:	Burton End Primary Academy
Grade / Scale point:	Band 2, point 7
Responsible to:	Headteacher

INTRODUCTION

All our schools must embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

To support pupils to raise their level of educational attainment and to develop social skills and understanding. To support pupils to learn as effectively as possible both in group situations and individually.

KEY TASKS AND RESPONSIBILITIES

Support for Pupils:

1. Under the teacher's instruction
2. Undertake a range of routine tasks to support learning e.g. supporting individual pupils or small groups with activities set by the teacher, clarifying instructions
3. Motivate and encourage pupils as required
4. Undertake basic first aid and administer medication in accordance with the relevant school policy and procedure
5. Support individual pupil's personal needs in accordance with school policy and procedure
6. Support positive behaviour in accordance with the school policies and procedure
7. As appropriate, look after sick/upset pupils and attend to physical needs

8. Support learning and development by accompanying and working with pupils outside the classroom on trips, visits and other activities under the instruction of the class teachers
9. Support positive play at play and lunch time.

Support for Teachers

1. Liaise with the class teachers, to ensure clear understanding of tasks and responsibilities and how these will be operated in practice to promote the best outcomes for pupils
2. Maintain a purposeful, orderly and supportive environment for learning
3. Assist the class teacher in supporting pupils, enabling access to the curriculum
4. Assist the class teacher in preparation of resources and displays
5. Support and assist the class teacher in maintaining good order and discipline in the classroom and around the school, by actively engaging with pupils to positively promote and enforce the school's behaviour policy
6. Observe pupil learning and support this learning in the light of observations
7. Monitor pupil's performance, providing regular feedback about the child to the class teacher
8. Act on the class teacher's assessments to carry out further support work with pupils
9. Maintain basic pupil records
10. Assist teaching staff to ensure that aims and objectives of the school are achieved
11. Supervise pupils on the playground and elsewhere on the school site and premises as required as part of the school's agreed duty rota.

Team Working and Personal Professional Development

1. Attend and participate in curriculum planning meetings (after school as required)
2. Keep up-to-date with school policies and procedures
3. Liaise, advise and consult with other members of the staff team, supporting children when asked to do so
4. Attend relevant in-service training
5. Undertake tasks to support the curriculum and assist with events organised as part of the curriculum

6. Support implementation of Government initiatives under the instruction of line manager.

Health, Safety and Wellbeing

1. Follow Health and Safety procedures at all times, particularly with regard to pupil safety and that of colleagues
2. Refer pupils to a school paediatric first aider or the Headteacher ensuring that the class teacher is aware
3. Be aware of and maintain full understanding of procedures to follow in the event of an emergency
4. Keep up-to-date with and follow safeguarding and/or child protection procedures.

5. SAFEGUARDING

1. Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times. A learning support assistant, under the guidance of a class teacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies.
2. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust
2. Participate in training, other learning activities and, performance development, as required
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust
4. Maintain absolute confidentiality and exercise discretion with regard to staff/pupil information and the Trust's business at all times
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times
6. Undertake any other reasonable tasks and responsibilities as requested.

Date of issue: January 2019

PERSON SPECIFICATION

TITLE: Learning Support Assistant

Grade/ Scale Point: Band 2

CRITERIA	ESSENTIAL	DESIRABLE
KNOWLEDGE		
Technical or Specialist	<ul style="list-style-type: none"> • Experience of working with children 	<ul style="list-style-type: none"> • Experience of working with children in a school environment • Basic IT skills i.e. Word, Excel, Office365 • Basic knowledge of paediatric first aid • Level 3 Teaching Assistant Award or equivalent
Literacy and Numeracy	<ul style="list-style-type: none"> • Ability to read and understand instructions • Ability to complete basic written tasks 	<ul style="list-style-type: none"> • Minimum of GCSE or equivalent in English and Maths
Organisational		<ul style="list-style-type: none"> • Knowledge of school policies and procedures
KNOWLEDGE & SKILLS		
Research/ Subject Knowledge	<ul style="list-style-type: none"> • Assist teachers with information gathering and resources as appropriate 	
Problem Solving	<ul style="list-style-type: none"> • Ability to recognise, resolve or report problems 	
Creativity / new ideas	<ul style="list-style-type: none"> • Assist teachers in creating a positive learning environment 	
Keyboard	<ul style="list-style-type: none"> • Ability to use ICT to advance pupils' learning and ability to use ICT tools for own benefit. 	
Manual Skills	<ul style="list-style-type: none"> • Use of craft knives, glue guns etc when displaying work or assisting pupils in practical lessons. • Help pupils to use tools and equipment as 	

	required to support learning.	
Team Work	<ul style="list-style-type: none"> • Ability to work well as part of a team 	<ul style="list-style-type: none"> • Experience of working in a large team environment
Working Independently	<ul style="list-style-type: none"> • Work is covered by set policies and procedures. • Able to work with small groups of pupils when carrying out specific tasks or on field trips etc. • Able to supervise larger numbers of pupils when on duty break/lunchtime Able to supervise larger numbers of pupils when on duty break/lunchtime • Able to make decisions on when to refer queries/ problems to teaching staff or line managers. 	
INTERPERSONAL AND COMMUNICATION		
Caring skills	<ul style="list-style-type: none"> • Sensitivity to pupils' needs 	
Advising/ guiding	<ul style="list-style-type: none"> • Advising and guiding pupils on the best way to handle situations, under the teacher's direction 	
Verbal and written	<ul style="list-style-type: none"> • Ability to communicate clearly both verbally and in writing • Ability to encourage participation and give feedback to pupils 	<ul style="list-style-type: none"> • Experience of communicating with a range of people including parents, both verbally and in writing.