

# LEARNING SUPPORT ASSISTANT – JOB DESCRIPTION



<b>POST TITLE:</b> Learning Support Assistant	<b>WORKING HOURS:</b> 35 hours per week term time only	<b>GRADE:</b> Scale 3	<b>SALARY:</b> £22,185 to £22,587 Pro rata:
<b>RESPONSIBLE TO:</b> <b>RESPONSIBLE FOR:</b> <b>STAFF SUPERVISED:</b>	Senior Learning Support Assistant Supervisor N/A N/A		
<b>PURPOSE OF THE JOB:</b>  To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils, to encourage pupils to become independent learners, to ensure their safety and welfare and support the inclusion of pupils in all aspects of school life.			
<b>MAJOR DUTIES AND RESPONSIBILITIES</b>  1. To work with individual pupils and groups, under the direction of the class teacher, introducing tasks, monitoring children’s work and using a range of strategies to support their learning. May include interventions.  2. To help pupils to access the full curriculum, at the same time promoting independent learning.  3. To observe pupils' performance, and using the systems in place in the school/class, provide the teacher with feedback on pupil progress and help to maintain individual and group records.  4. To contribute to the planning and evaluation of learning activities for individuals and groups, liaising with and maintaining effective working relationships with colleagues.  5. To help prepare and maintain a purposeful, orderly and supportive environment for learning.  6. To provide care with regard to the health and medical needs of pupils.  7. To assist the pupils with personal care needs which may include social, health, hygiene and welfare matters. This could include the changing of incontinence pads/soiled clothing and agreed local manual handling procedures and following a programme for prescribed medication under agreed guidance. To undertake first aid training and administer first aid.  8. To provide practical assistance in P.E and swimming. Staff are expected to work in the water with pupils during swimming lessons and wear appropriate clothing to actively participate in PE sessions.			

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9. To have experience of working with pupils' with complex special needs and being able to use appropriate programmes such as Makaton and Team Teach.
10. To follow behaviour plans for pupils to support learning in the most effective way.
11. To recognise that some pupils have communication difficulties and to act sensitively to their differing needs using alternative communication strategies if required.
12. You must be able to liaise verbally and in writing with parents and other organisations in relation to school matters at the discretion of the teacher.

## JOB ACTIVITIES RELEVANT TO ALL LEARNING SUPPORT ASSISTANTS

1. To use a range of support methods and resources, including ICT, appropriate to the needs of individuals and groups, as directed by the teacher/tutor
2. To support the organisation of the learning environment, including the production, maintenance and storage of resources.
3. Meet regularly with the teacher/tutor during contracted hours to discuss children's/students' progress and to plan and review support.
4. To attend formal meetings during contracted hours to discuss children's/students' progress with parents and other professionals as part of the relevant staff group.
5. To support the school's aims and ethos.
6. To be familiar with, actively support and comply with all the school policies and procedures.
7. To support all personal care needs for pupils.
8. To undertake care tasks, related health and medical needs in accordance with LA guidance and procedures.
9. To accompany pupils and teachers on educational visits and trips during contracted hours.

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10. To undertake other similar duties commensurate with the grade, provided that such duties are within the competence of the post-holder.
11. Be prepared to work throughout the school with any age group.
12. The ability to adapt to differing environments within the school and to the needs of different children.
13. Comply and assist with the development of policies and procedures relating to Child Protection, Health and Safety and Security, Confidentiality and Data Protection, reporting concerns to the named appropriate person.

## **JOB ACTIVITIES RELEVANT TO LEARNING SUPPORT ASSISTANTS AT SCALE 3 LEVEL**

1. To support the teaching of the literacy and numeracy to ensure pupils achieve as much as they can.
2. Develop specialist skills and use them effectively to promote learning
3. To provide targeted support to individuals and groups, including those pupils with English as an Additional Language or special educational needs.
4. To contribute to the planning for teaching and learning.

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## PERSON SPECIFICATION RELEVANT TO ALL LEARNING SUPPORT ASSISTANTS:

1. The ability to work as part of a team.
2. The ability to communicate effectively with individuals and groups of children, teachers, parents and other members of staff.
3. The ability to establish and maintain effective working relationships with teachers and other members of staff.
4. The ability to accept guidance and direction from teachers.
5. The ability to distinguish between the roles and responsibilities of the Learning Support Assistant and the teacher.
6. The ability to keep written records and support the development of pupils' literacy and numeracy skills with confidence.
7. Awareness of how pupils learn and the various factors which affect their learning and behaviour.
8. Awareness of the need to show respect and value pupils as individuals.
9. An understanding of and commitment to inclusive education.
10. A willingness to undertake paid training in normal contractual hours to develop job-related skills and to work towards an NVQ level 3 qualification (or its equivalent).
11. A sympathetic approach to parents and an understanding of the need for confidentiality.
12. A commitment to the Authority's Equal Opportunities Policy.
13. Be prepared to work throughout the school with any age group.
14. The ability to adapt to differing environments within the school and to the needs of different children.
15. An understanding of, and sympathy with, the aims of the school.
16. The ability to cover in the case of an emergency and manage the class for a period of time with agreement.

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## PERSON SPECIFICATION PARTICULAR TO LEARNING SUPPORT ASSISTANTS AT SCALE 3 LEVEL:

- A willingness to undertake paid training in normal contractual hours to develop expertise and specialist skills in at least two areas:
- support for pupils with communication and interaction difficulties
- support for pupils with cognition and learning difficulties
- support for pupils with behavioural, emotional and social development needs
- support for pupils with sensory and/or physical impairment
- support for the use of information and communication technology in the classroom
- support for pupils in developing their literacy skills
- support for pupils in developing their numeracy skills

## PERSONAL RESPONSIBILITIES RELEVANT TO ALL LEARNING SUPPORT ASSISTANTS

1. Respect the confidentiality of pupil information and respond sensitively to pupils' needs.
2. Be aware of the particular learning and physical needs of the pupils you support.
3. Actively participate in the school's performance management scheme, as specified in the school policy, meeting regularly with your line manager, in accordance with the scheme, ensuring that performance standards/targets are set and met within the agreed time scale.
4. Undertake other relevant and appropriate training during contracted hours, as identified with your line manager at a Performance Management Review.
5. Within your contracted hours, attend staff meetings, as required.

### Generic Requirements:

It is a requirement of all posts within the school that Health and Safety requirements are upheld in the performance of duties.

1. All employees of Oaktree School are required to uphold the Equality and Diversity Policy and the School's Code of Conduct.
2. All staff will ensure the safeguarding of young people by the implementation of Child Protection and other safeguarding policies.