

Job Description

Role Title	Learning Support Assistant
Pay Range	SCP 3-11
Main Purpose	<ul style="list-style-type: none"> The core purpose of this role is to work with the class teacher to provide high quality teaching and learning support that meets the needs of the pupils in the Evendons Primary School and that will enable the school to achieve its founding vision; To support a named child as directed by the class teacher and SENCO
Main Contacts	Teachers, Pupils, Parents, Other school staff
Key Tasks (This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required)	Work closely with the class teacher to plan and deliver high quality teaching and learning support to secure the highest possible levels of progress and attainment for all pupils and a named child
	Work with groups and individual children as directed by the class teacher
	Contribute to the evaluation of pupil performance and identify priorities for continuous improvement
	Encourage the involvement of parents and carers and participate in parents' meetings as required
	Help to create a learning environment that is engaging, happy and fulfilling for all pupils
	Work with the class teacher and SENCO to inform and implement Individual Education Plans, Behaviour Plans and Individual Pastoral Plans
	Promote good pupil behaviour, dealing with incidents in line with School Policy and encourage pupils to take responsibility for their own behaviour
	Prepare and maintain general and specialist equipment and resources and assist pupils in their use
	Carry out personal care for children in line with school policy
	Assist with display work and create and maintain a purposeful, orderly and supportive environment, in accordance with lessons plans
	Undertake structured and agreed learning activities/teaching programmes
	Undertake programmes linked to learning strategies e.g. literacy, numeracy, foundation etc. and feedback to the teacher
	Support the use of ICT in learning activities and develop pupil's competence and independence in its use
Prepare class lists and carry out general administration tasks and maintain class records at the request of the class teacher	

	Assist with classroom administrative tasks e.g. photocopying, filing
	Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assess pupils directed by the teacher in their use
	To supervise and ensure the welfare of the children during the lunchtime period both inside and outside the building.
	Plan and set up activities for lunchtime play
	To monitor the behaviour of the children at all times, in conjunction with the school's behaviour policy.
	Administer First Aid as required according to the First Aid Policy
	Ensure all children are engaged in suitable activities. Be proactive and vigilant regarding any situations that may be a cause for concern e.g. bullying or children isolated from mainstream activities. Take appropriate action to resolve these issues and report them to the class teacher or the headteacher
	Ensure that the area for play is clean, tidy and safe and invites play
	Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder.
Responsible for people / asset:	
Safeguarding	<p>We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:</p> <ul style="list-style-type: none"> • providing a safe environment for children and young people to learn in • identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Person specification:

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSE English and mathematics grade A-C 	<ul style="list-style-type: none"> • Working towards NVQ 2 or equivalent qualification/ experience
Experience	<ul style="list-style-type: none"> • Working with or caring for children of relevant age with special educational needs (SEN) or emotional and behavioural difficulties (EBD) • Working in a classroom in a similar role 	
Knowledge	<ul style="list-style-type: none"> • Understanding of child development and learning • Knowledge of SEN and EBD • Relevant legislation and guidance in relation to working with, and the protection of, children and young carers 	<ul style="list-style-type: none"> • Good knowledge of the expectations of outstanding Early Years provision

	<ul style="list-style-type: none"> • Understanding of school and education policies and codes of practice • General understanding of national/ foundation stage/KS1/ curriculum and other basic learning programmes/ strategies 	
Abilities and Skills	<ul style="list-style-type: none"> • Ability to relate well to and communicate well with children and adults • Appropriate knowledge of first aid • Effective use of ICT to support learning • Work constructively as part of a team 	
Personal Qualities	<ul style="list-style-type: none"> • Commitment to the support of young people • Patient • Resilient • Positive, optimistic attitude • Open-minded; willingness to consider new ideas and learn • Commitment to the School's Equal Opportunities Policy • Willingness to undertake appropriate professional development. • Assurance of total confidentiality and discretion 	
Special Factors	<ul style="list-style-type: none"> • Flexible attitude and willingness to work outside contractual hours for the post for which payment or time off in lieu will be given 	

The job description is not exhaustive and it is expected that the role holder, will work closely with the Headteacher to develop it to ensure it reflects the needs and demands of the post.

Evendons Primary School is committed to safeguarding and promoting the welfare of children and young people and teachers must ensure that the highest priority is given to this. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

Last Review Date:	05/02/2019
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