

## Job Description- Learning Support Assistant

Post Title	Learning Support Assistant
Salary Grade	N4 TBS
Job Evaluation Code	AA4220
Reporting To	Headteacher or other designated teacher
Responsible for	N/A

### Job Purpose (including main duties and responsibilities)

- To assist in providing classroom support duties including curriculum related tasks under the direction of the teacher and responding to pupils' social, emotional and physical needs.

The following list is typical of the level of duties which the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

### General

- Supporting the teacher in the general management of the classroom.
- To undertake activities, as directed by the teacher, with individuals or small groups of pupils.
- To provide clerical and administrative support, e.g. photocopying, word processing, filing, collection of money.
- Supervising small groups of pupils alone and participating in general activities including giving sensitive support and intervention in children's play.

### Classroom Organisation

- Assist with the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
- Assisting in the preparation, maintenance and repair of books, apparatus and equipment to include stocktaking of resources.
- Preparing pupils' work for display in the classroom and around school.

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## Pupil Support

- To assist in providing classroom support to pupils with special educational needs (autism) or pupils whose first language is not English.
- Working with pupils directly on curriculum related tasks under the direction of the teacher.
- Assisting in the delivery of support to pupils, including assessment, recording and reporting procedures.
- Assisting the teacher with the development of specialist support and communication skills as required e.g. Picture Exchange Communication System.
- Giving relevant feedback to the teacher regarding the social, emotional and physical needs of pupils thus offering the teacher support in their assessment.
- Assisting with monitoring and evaluating the learning environment provided for the pupils in his/her care.
- Working with teachers, speech and language therapists and other specialist staff to assist in delivering agreed programmes.
- Accompanying pupils on excursions and other extra-curricular activities, including independence skills training programmes.

## School Support

- To follow the school policy documents and schemes of work and keep updated with school and National Curriculum documentation.
- To support teachers in selecting and preparing teaching resources that meet pupils' needs and interests.
- Assist in maintaining a healthy, safe and secure environment for pupils within and outside the classroom and to act in accordance with the School's policies and procedures.

## Welfare and Other Duties

- To assist the classroom teacher with the creation of a safe environment for pupils within and outside the classroom.
- Assisting in the supervision of pupils particularly at break periods and the beginning and end of sessions.
- To meet the intimate care needs of identified pupils.
- Provision of general care and welfare by responding appropriately to the social, emotional and physical needs of pupils. This might include attending to sick or injured pupils.
- To promote and implement the school's Equality Policy in all aspects of employment and service deliver.

## Child Protection

- The postholder will have responsibility for promoting and safeguarding the welfare of children and young Persons s/he is responsible for, or comes into contact with.

## General Information

The academy will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you may be changed by the CEO to reflect or anticipate changes in Prosper Learning Trust priorities or the job commensurate with the job grade and title.

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## Person Specification – Learning Support Assistant

Method of Candidate Assessment:      A = Application  
    I = Interview  
    R = Reference

Essential	Desirable	Assessment
<b>Skills, knowledge and aptitudes</b>		
Experience of supporting students in a learning environment with learning difficulties	Understanding of the curriculum guidance of the National Curriculum.	A/I/R
A clear understanding of the LSA role		A/I/R
A clear vision of how the role can be used to ensure pupil progression and effective delivery of their learning.		A/I/R
An understanding of assessment, recording and reporting processes.		A/I/R
Good verbal and written communication skills.		A/I/R
ICT skills to support students in lessons.		
<b>Qualifications and training</b>		
Level 2 DfE recognised Teaching Assistant, Special Needs Assistant, EYFS or Childcare qualification OR Level 3 (or higher) qualification in any field with relevant experience e.g. working in a classroom	Further professional development in special educational needs.	A/I/R
	Team Teach or similar training	A/I/R
	First Aid training	A/I/R
<b>Experience</b>		
Ability to demonstrate good contribution to assisting teaching in present school	Experience of assisting in the teaching of National Curriculum to pupils with learning difficulties.	A/I/R
Able to undertake an active role in co-ordinating reviews of student progress including liaising with other agencies as appropriate		A/I/R
Able to contribute effectively to the planning of the teaching programme		A/I/R
Able to undertake routine invigilation and marking		
Able to work within and apply all relevant policies and schemes of work.		

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Personal qualities		
Excited by opportunities presented by the post	Ability to find creative answers to problems.	I/R
Ability to form and maintain appropriate relationships and personal boundaries with children and young people with learning difficulties.		I/R
Ability to manage change and meet competing deadlines		I/R
High expectations of student achievement.		I/R
Positive attitude to change.		I/R
Calm, confident and professional manner.		I/R
Special requirements		
Enhanced DBS checked to work with vulnerable children.	Clean current driving licence.	DBS Clearance and Identity checks
Willingness to participate in out of school activities and educational visits		I/R
Ability to provide care and welfare to students		I/R
Prepared to undertake ongoing professional development.		I/R

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