

# JOB DESCRIPTION



<b>SCHOOL:</b>	Thomas Bewick School/Harry Watts Academy
<b>POST TITLE:</b>	Learning Support Assistant (AA4220)
<b>GRADE:</b>	N4
<b>RESPONSIBLE TO:</b>	Head Teacher or other designated teacher
<b>RESPONSIBLE FOR:</b>	N/A
<b>JOB PURPOSE:</b>	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.
<b>MAIN DUTIES:</b>	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.

## **(a) General**

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

## **(b) Classroom Organisation**

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

## **(c) Pupil Support**

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

**(d) School Support**

- 1 To follow the school policy documents and schemes of work and keep updated with school and National Curriculum documentation.
- 2 To support teachers in selecting and preparing teaching resources that meet pupils' needs and interests.
- 3 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.

**(e) Welfare and other duties**

- 1 To assist the classroom teacher with the creation of a safe environment for pupils within and outside the classroom.
- 2 Assisting in the supervision of pupils particularly at break periods and the beginning and end of sessions.
- 3 To meet the intimate care needs of identified pupils.
- 4 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.
- 5 To promote and implement the school's Equality Policy in all aspects of employment and service deliver.

**(f) 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.



**PROSPER**  
LEARNING TRUST

**PERSON SPECIFICATION**

**Post: Learning Support Assistant (N4)**

<b>Factor</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
<b>Skills, Knowledge and aptitudes</b>	<ol style="list-style-type: none"> <li>1. Excellent classroom practitioner.</li> <li>2. An understanding of the educational environment and teaching of pupils with learning difficulties.</li> <li>3. A clear understanding of the Special Needs Assistant's role.</li> <li>4. Ability to support the teaching of pupils with learning difficulties.</li> <li>5. A clear vision of how the role can be used to ensure pupil progression and effective delivery of their learning.</li> <li>6. An understanding of assessment, recording and reporting processes.</li> <li>7. Good verbal and written communication skills.</li> </ol>	<ol style="list-style-type: none"> <li>8. Understanding of the curriculum guidance of the National Curriculum.</li> </ol>	Interview References Application form Application letter
<b>Qualifications and training</b>	<ol style="list-style-type: none"> <li>1. Level 2 DfE recognised Teaching Assistant, Special Needs Assistant, EYFS or Childcare qualification <b>OR</b> Level 3 (or higher) qualification in any field with experience of working in a classroom.</li> </ol>	<ol style="list-style-type: none"> <li>2. Further professional development in special educational needs.</li> </ol>	Qualification check Application form Interview References
<b>Experience</b>	<ol style="list-style-type: none"> <li>1. Ability to demonstrate good contribution to assisting teaching in present school.</li> <li>2. Experience of assisting in the teaching of National Curriculum to pupils with learning difficulties.</li> </ol>	<ol style="list-style-type: none"> <li>3. Experience of supporting pupils with autism.</li> </ol>	Application form Interview References
<b>Disposition</b>	<ol style="list-style-type: none"> <li>1. Excited by opportunities presented by the post.</li> </ol>	<ol style="list-style-type: none"> <li>7. Ability to find creative answers to problems.</li> </ol>	Interview References

	<ol style="list-style-type: none"> <li>2. Ability to form and maintain appropriate relationships and personal boundaries with children and young people with learning difficulties.</li> <li>3. High expectations of pupil achievement.</li> <li>4. Ability to manage change and prioritise competing deadlines</li> <li>5. Positive attitude to change.</li> <li>6. Calm, confident and professional manner.</li> </ol>		
<b>Special Requirements</b>	<ol style="list-style-type: none"> <li>1. Enhanced DBS checked to work with vulnerable children.</li> <li>2. Ability to provide care and welfare to pupils including the administration of medication (when trained and competency achieved), toileting and other care needs.</li> <li>3. Willingness to participate in out of school activities.</li> <li>4. Prepared to undertake ongoing professional development.</li> </ol>	<ol style="list-style-type: none"> <li>5. Clean current driving licence.</li> <li>6. MiDAS mini-bus test.</li> </ol>	<p>Interview References CRB clearance Qualification and identity checks</p>