

Job Description- Learning Support Assistant

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| Post Title | Learning Support Assistant |
| Salary Grade | N4 |
| 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.

November 2024



GILBERT WARD
ACADEMY



HARRY WATTS
ACADEMY



MARY ASTELL
ACADEMY



THOMAS BEWICK
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.

November 2024



Person Specification – Learning Support Assistant

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

| Essential | Desirable | Assessment |
|--|--|------------|
| Skills, knowledge and aptitudes | | |
| Excellent classroom practitioner. | Understanding of the curriculum guidance of the National Curriculum. | A/I/R |
| An understanding of the educational environment and teaching of pupils with learning difficulties. | | A/I/R |
| A clear understanding of the Special Needs Assistant’s role. | | A/I/R |
| Ability to support the teaching of pupils with learning difficulties. | | 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 |
| Qualifications and training | | |
| Level 2 DfE recognised Teaching Assistant, Special Needs Assistant, EYFS or Childcare qualification OR Level 3 (or higher) qualification in any field with experience of working in a classroom. | Further professional development in special educational needs. | A/I/R |
| Experience | | |
| Ability to demonstrate good contribution to assisting teaching in present school. | Experience of supporting pupils with autism. | A/I/R |
| Experience of assisting in the teaching of National Curriculum to pupils with learning difficulties. | | A/I/R |
| 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 |
| High expectations of pupil achievement. | | I/R |
| Ability to manage change and prioritise competing deadlines | | I/R |

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| Essential | Desirable | Assessment |
|--|--------------------------------|-----------------------------------|
| 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 |
| Ability to provide care and welfare to pupils including the administration of medication (when trained and competency achieved), toileting and other care needs. | MiDAS mini-bus test. | I/R |
| Willingness to participate in out of school activities. | | I/R |
| Prepared to undertake ongoing professional development. | | I/R |

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