

Learning Support Assistant

Job Title:	Learning Support Assistant		
Salary:	GR2	Hours:	32.5
Contract Type:			
Reporting to:			

Main Purpose:

To provide learning and care support for individuals with additional needs to help work towards the outcomes on their education. This will involve working with the teacher to plan and deliver activities and supporting pupils with routines, transitions and behaviour management.

Duties and responsibilities

1. Support for Pupils (individually or in groups)

- Support the activities of individuals or groups, providing learning support in class or in a withdrawal situation, either 1:1, in small groups, or supporting a specific child with complex behaviour needs.
- Establish and maintain positive relationships with individual pupils and groups, promoting their social and emotional development.
- Develop knowledge of the particular needs of the child(ren) and seek advice from the SENDCo, Pastoral Care Manager, class teacher and outside agencies as required.
- Contribute to individual Education Plans and annual reviews as appropriate.
- Support children with specific needs (e.g. sensory/physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, or communication and interaction difficulties).
- If necessary, organise and support intimate care routines in accordance with school policy; contribute to the health and wellbeing of pupils.
- Support the pupil(s) in the playground, being mindful of health and safety in relation to medical conditions and additional needs, and encouraging safe, interactive play.
- Develop pupils' independent skills and avoid creating unnecessary reliance on adult support; facilitate inclusion in small-group activities with peers.
- Make or modify resources as suggested and advised by the class teacher or SENDCo.
- Attend in-service training and relevant meetings in order to keep up to date with developments in working with children with additional and special educational needs.

2. Support for Teachers

- Work as part of the team to ensure that the wellbeing and personal development of the pupil(s) enhances their learning opportunities and life skills.
- Attend planning meetings to develop learning programmes; assist in the delivery of individual learning programmes on a daily basis.
- Observe and report on pupil performance; provide regular feedback to the class teacher, Pastoral Care Manager and SENDCo.

- Contribute to the management of pupils' behaviour and to maintaining pupils' records.
- Assist in preparing and maintaining the learning environment; support the maintenance of pupils' safety and security.
- Provide general administrative support (e.g. administer coursework, produce worksheets).

3. Support for the School

- Support the development and effectiveness of teamwork within the school environment.
- Develop and maintain working relationships with other professionals.
- Liaise with parents as appropriate.
- Review and develop own professional practice.
- Work as required across the curriculum and in all Key Stages within the school in accordance with the post.

4. Support for the Curriculum

- Support the use of information and communication technology in the classroom.
- Support pupils in accessing the curriculum across subjects and Key Stages, adapting approaches as agreed with the class teacher to meet individual learning needs.
- Monitor pupils' responses to learning activities and, where appropriate, modify or adapt activities as agreed with the teacher to achieve the intended learning outcomes.
- Assist in the recording of lessons and assessment as required by the teacher.

5. Safeguarding and Professional Responsibilities

- Uphold and promote the school's safeguarding policy at all times; report any concerns regarding child welfare immediately to the designated safeguarding lead.
- Adhere to and apply all school policies including health and safety, child protection, equal opportunities and behaviour management.
- Provide support for bilingual/multilingual pupils where appropriate to the focus of the role.
- Participate in training and other learning activities and performance development as required.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

Employee responsibilities

- Uphold the Trust's commitment to safeguarding and promoting the welfare of children and young people.
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person.
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment. Ensure all tasks are carried out with regard to Health and Safety.
- Adhere to the overall ethos, work and aims of the school. Promote the agreed vision and aims of the school. Set an example of personal integrity and professionalism.

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- Establish constructive relationships and communication with all staff and other agencies/professionals. Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and other learning activities and performance development as required. Act at all times in a manner appropriate to the seniority of the post.

Supervision received

- Works under the direction of the Headteacher
- Regularly supervised with work checked by the Headteacher. Expected to plan own work to meet defined deadlines and objectives.

Notes:

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that this postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

This job description may be amended at any time in consultation with the postholder.

Signed: _____

Name: _____

Date: _____

Person Specification

Essential	Desirable	Where tested: A – application I – interview T – test or activities C – certificate
Qualifications		
GCSE English and Maths (grades A*–C) or equivalent.	NVQ Level 2 or above in Supporting Teaching and Learning, or equivalent qualification.	A / C
Evidence of continued professional development relevant to supporting pupils with additional needs or inclusion.	First aid qualification or willingness to undertake training.	A
Experience		
Experience of supporting children with additional and special needs within a classroom environment.	Experience of supporting typically developing children within a classroom environment.	A / I
Experience of working in a school or similar educational setting.	Experience of using information technology to support pupils in the classroom.	A / I
An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016.	Experience of contributing to individual Education Plans or supporting planned learning activities.	A / I
Awareness of health and safety and safeguarding responsibilities in a school environment.	Knowledge of strategies to support pupils’ behaviour, routines and transitions.	A / I
Knowledge & Skills		
Ability to establish positive relationships with pupils and empathise with their needs.	Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance appropriate to the age and development stage of pupils.	A / I
Ability to use language and other communication skills that pupils can understand and relate to. Ability to assist in the	Good IT skills, including the ability to use technology to support learning in the classroom.	A / I

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recording of lessons and assessment as required by the teacher.		
Ability to provide levels of individual attention, reassurance and help with learning tasks appropriate to pupils' needs, encouraging them to stay on task.	Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills.	A / I
Ability to consistently and effectively implement agreed behaviour management strategies; offer constructive feedback to reinforce self-esteem.		I
Ability to monitor pupils' responses to learning activities and modify or adapt them as agreed with the teacher to achieve the intended learning outcomes.		A / I / T
Ability to demonstrate active listening skills and communicate effectively with pupils, staff and parents.		A / I
Ability to work effectively and supportively as a member of the school team.		I
Ability to work within and apply all school policies (e.g. behaviour management, child protection, health and safety, equal opportunities).		A / I / T
Personal qualities		
Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils.		A / I
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.	Self-reliant and able to motivate self; embraces change well.	I
Ability to work under pressure and prioritise effectively.		I

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Commitment to maintaining confidentiality at all times. Self-reliant and able to motivate self; embraces change well.	Deals with difficult situations effectively. Commitment to safeguarding and the welfare and equality of all pupils.	I
DBS Clearance required.		I