



Elmgrove Primary School and Nursery

Learning Assistants Job Description

All Learning Assistants, working under an agreed system of supervision or management, support access to learning for pupils. They also provide general support to the teacher in the management of the pupils and the classroom.

SUPPORT FOR PUPILS

- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationship with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher

SUPPORT FOR THE TEACHER

- Work with the teacher to establish an appropriate learning environment
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Provide clerical/administrative support e.g photocopying, typing, filing, collecting money etc.

SUPPORT FOR THE CURRICULUM

- Support pupils in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Accompany teaching staff and pupils on visits, trips, and out of school activities as required



Elmgrove Primary School and Nursery
Kenmore Avenue
Kenton
Harrow
HA3 8LU



020 8909 2992
020 8909 1477
office@elmgrove.harrow.sch.uk
www.elmgrove.harrow.sch.uk





Elmgrove Primary School and Nursery

Learning Assistant (Grade G1)

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

Key Functions:

In addition to the duties previously outlined

SUPPORT FOR PUPILS

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Encourage pupils to act independently as appropriate
- Work will involve assisting the pupils to understand the activity and using appropriate strategies to keep pupils 'on task and engaged in the work set.
- To provide support for pupils emotional and social needs by encouraging and modelling positive behaviour in line with the school's behaviour policy.
- To be responsible for promoting and safeguarding the welfare of children within the school.

SUPPORT FOR THE TEACHER

- Undertake pupil record keeping as requested
- Gather/report information from/to parents/carers as directed
- To provide general clerical support to the teacher, as appropriate e.g. photocopying, laminating, sorting out resources, filing and displays etc as required.

SUPPORT FOR THE CURRICULUM

- Support pupils to understand instructions
- Support pupils in respect of local and national strategies e.g. literacy, numeracy, KS2, early years, as directed by the teacher
- To attend relevant meetings and participate in training opportunities and professional development as appropriate.
- To adhere to school health and safety policy including risk assessment and safety systems
- To adhere to school policy on equality and diversity.

SUPPORT FOR THE SCHOOL

- Appreciate and support the role of other professionals
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher



Elmgrove Primary School and Nursery

Learning Assistant (Grade G2)

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Key functions:

In addition to the duties of a Level 1 Teaching Assistant

SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation and monitoring of Individual Education/Behaviour Plans and Personal Care/Therapy programmes
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- To maintain the 'Purple File' of children's assessments / targets and communications

SUPPORT FOR THE TEACHER

- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Establish constructive relationships with parents/carers and maintain the Home Link Book as required
- Administer routine tests and undertake marking of pupils' work if required
- Provide regular feedback from the therapy team/external professionals to the teacher
- To be aware of the planning of work and activities

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g literacy, numeracy, KS2, early years recording achievement and progress and feed back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

SUPPORT FOR THE SCHOOL

- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunch time as required
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher



Elmgrove Primary School and Nursery

Learning Assistant Person Specification

E = Essential D = Desirable	
PERSON SPECIFICATION	
Job related knowledge, aptitude and skills	
Good basic education to GCSE level in literacy and numeracy, or the equivalent	E
The ability to encourage and support children with a range of activities	E
The ability to use IT	E
An ability to communicate clearly with colleagues, parents and children in speech and writing	E
The ability to use your own initiative	E
The ability to work as part of a team	E
A sympathetic but firm approach	E
Knowledge of safeguarding procedures.	E
Knowledge of and ability to implement behaviour management programmes	E
First Aid qualification	D
Willingness to undertake first aid qualification if requested	E
Experience	
Experience of working with children within the 3- 11 age range outside the home in a paid or voluntary capacity	E
Experience of working with children with a physical disability	D