

## Job Description

**Job title:** Learning Support Assistant (Primary)

**Reports to:** Assistant Headteacher (Inclusion/SENCO)

**Pay Scale:** National Pay Spine Scale 2 - 3

**Overall Job purpose:** To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.

## Principal Duties and Responsibilities

- Working with individual or small groups of children under the direction of teaching staff.
- Implement planned learning activities/teaching programmes/interventions as agreed with the teacher adjusting activities according to pupils' responses as appropriate.
- Establish positive relationships with pupils supported and encourage excellent learning behaviours and skills including a 'growth mindset'.
- Support pupils with activities which support the acquisition of knowledge skills and attributes, in particular literacy and numeracy skills.
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use.
- Promote positive pupil behaviour in line with school policies and help keep pupils on task.
- Interact with, and support pupils, according to individual needs and skills promoting independence and prosocial skills.
- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources.
- Contribute to information and meetings with parents/carers/other agencies as requested.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the pupil and teacher on pupil progress and behaviour to support assessment and next steps in learning.
- Monitor and record pupil activities as appropriate writing records and reports as required.
- To support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
- To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid.
- To assist with the preparation and development of high quality display.

- To assist with the general classroom management and routines.
- Liaise with other staff and provide information about pupils as appropriate.
- To supervise pupils for limited and specified periods such as assembly, and break-times.
- To assist with escorting pupils on educational visits.

#### **General Duties**

- To have due regard to the provisions of Health and Safety at work legislation
- To have due regard to the Trust's Equal Opportunities Policy
- To be aware of the confidential issues regarding this post including adhering to GDPR requirements
- To undertake any other duties that are within the grade and scope of the post, as determined by the Headteacher or Assistant Headteacher (Inclusion/SENCO)
- To undertake annual mandatory and statutory training as directed by the Trust or School.

#### **Developing self and working with others**

- Promote and maintain a culture of high expectations for self and others
- Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support from relevant colleagues

#### **Scope:**

The post-holder will be based at one of the Partnership Schools and will be expected to work across the Partnership, travelling from time to time to school sites. This job description needs to be considered in the context of a developing and evolving situation and, therefore, responsibilities described here may be adapted to meet changing needs.

#### **Safeguarding:**

The Compass Partnership of Schools is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Employees are expected to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust.

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Criteria	Essential	Desirable	How tested
Qualification	<ul style="list-style-type: none"> <li>• Minimum of Level 2 qualification in English and Mathematics</li> </ul>		
Experience	<ul style="list-style-type: none"> <li>• Experience working with children and young people</li> <li>• Able to build and maintain excellent relationships</li> <li>• Excellent verbal and written communication skills</li> <li>• Able to work as part of the wider team and work on own initiative</li> <li>• Able to work under pressure, plan ahead and prioritise workload</li> <li>• Excellent keyboard skills with meticulous attention to detail</li> <li>• Accurate and efficient record keeping and filing</li> <li>• Excellent communication skills at all levels, both in school and within the wider school community</li> </ul>		

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	<ul style="list-style-type: none"><li>• Professional at all times, demonstrating and modelling school values</li></ul>		
Personal attributes	<ul style="list-style-type: none"><li>• Punctual, dependable and trustworthy</li><li>• Is proactive and actively seeks solutions</li><li>• Discreet, tactful and able to maintain confidentiality</li><li>• Patient, courteous and positive</li></ul>		