

Learning Support Assistant – Job Description

Salary: Grade 3 to 4

Reports to: Phase Leader

Job Purpose

To facilitate learning by supporting the needs of individual pupils and small groups of pupils in accordance with school policy and government initiatives in the pursuit of high standards of pupils' achievement. You will operate as a Key Worker with Key Worker responsibilities for your assigned pupils.

Departmental Purpose

The purpose of the school is to meet the educational needs of children and young people within the local community.

Organisational Chart

Headteacher → Deputy Headteacher → Phase Leader → Head of Year → Teaching Staff

Summary of Main Contacts

- Pupils
- Teachers
- Governors
- Other school staff
- Other professionals
- Parents
- LEA

MAIN TASKS / ACCOUNTABILITIES

This is not intended to be an exhaustive or definitive list, you may be requested to carry out other duties as required.

- Work with small groups or individuals giving support for individual curriculum programmes and assist the teacher with social skills e.g. preparation for PE
- To work with the SEN/Subject Coordinator and help deliver the specific programmes e.g. PAT to small groups of children
- To aid the teacher in classroom discipline reinforcing the teacher's standards of behaviour and tidiness within the classroom.
- Work with and supervise small groups of children using ICT equipment/software.
- Regularly report back to the teacher on pupil's progress and areas of concern.
- Liaise with class teacher on a daily basis to discuss class tasks, carry out tasks set by a qualified teacher.
- Prepare class lists, worksheets and carry out general administration tasks and maintain class records at the request of the class teacher.

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- Preparation of classroom/education materials and organize supplies of classroom/educational materials and equipment.
- Collect and record payments of pupil's monies e.g. lunch, school trips and assist with classroom administrative tasks e.g. photocopying, filing.
- Attend staff training, after school meetings, school educational trips and special occasions in the school's annual calendar (if appropriate).
- Undertake intimate care of individuals(s) or a group(s) of children within your care.

PERSON SPECIFICATION

Please ensure you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Knowledge/Qualifications

- NVQ Level 2/CACHE Level 2 Certificate or equivalent – **desirable**
- Good standard of general education e.g. GCSE English, Mathematics and Science – **essential**
- For Grade 4 must have NVQ3 or above in Teaching and Learning Support, Childcare Learning and Development or Teaching Assistant or other equivalent qualification – **essential for Grade 4**
- Paediatric First Aid Qualification – **essential (training will be provided)**

Skills/Abilities

- Knowledge of the school curriculum – **desirable**
- Good questioning skills – **essential**
- Ability to engage with and positively influence children to learn – **essential**
- Good observation and assessment skills – **essential**
- Ability to work within a team working environment and also to work independently – **essential**
- Excellent communication, numeracy & literacy skills – **essential**
- Confidentiality at all times – **essential**

Experience

- At least 1 years' experience of working with children – **desirable**

Personal Qualities

- Calm under pressure, adaptable and energetic
- A caring and positive attitude
- Flexibility and use of initiative is very important
- A good listener and sensitive to pupils needs
- Show initiative but be a flexible team player
- Be resilient and have a solution-focused approach
- Experience of behaviour management and/or interventions would be advantageous

Special Factors

- Needs to work flexibly to accommodate education trips
- Responsibility for first aid if required