



## Outline Job Description

<b>POST TITLE:</b>	<b>LEARNING SUPPORT ASSISTANT</b>
<b>GRADE:</b>	<b>BAND 5 (SCP 4-6) 33.75 HOURS PER WEEK</b> <b>FIXED TERM JULY 2027</b> (ACTUAL SALARY £19,865.78 PER ANNUM – <i>PAY AWARD PENDING</i> )

### GENERIC INTRODUCTION:

The following information is furnished to assist staff joining the Academy to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.

Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.

St Matthew's school is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment and access to the Trusts Services.

St Matthew's is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### PRIME OBJECTIVES OF THE POST:

To assist in promoting the learning and personal development of pupils to whom you are assigned, to enable them to make best use of the educational opportunities available to them, including 1:1 support.

To complement, appreciate and support the role of teachers and other professionals by undertaking work/care/support programmes which enables access to learning in the community as part of a teacher planned approach.

To support the class teacher in the management of pupils in the classroom, and other senior staff on a range of teaching and learning experiences which deliver an appropriately adaptive and suitably challenging creative curriculum for all pupils whilst meeting statutory requirements. Work within academy policies and procedures under the direction and guidance of senior staff and within an agreed system of supervision.

Assist with the development and implementation of Educational Health Care Plans, My Support Plans and Personal Care Programmes; attending to the pupils' personal needs and maintaining related personal programmes with the correct use of care materials including the safety and well being of the pupils, therapy and medical intervention needs of the pupil and first aid, paying attention to social, health, physical and welfare matters as well as high standards of cleanliness and hygiene e.g. washing, dressing, toileting, and, if applicable, mobility.  
For posts working with pupils who are physically less able, it may be necessary to be able to physically assist the pupil in line with school policies and good practice.

Promote and reinforce the inclusion, acceptance and integration of all pupils, including those with specific and special needs and those from different cultures and/or with a different first language as appropriate.

Set challenging and demanding expectations whilst promoting self-esteem and encouraging pupils to act independently as appropriate as well as interact and work co-operatively with others and engage in activities led by the teacher.

Will prepare, create and maintain a purposeful, orderly and supportive learning environment to meet the lesson plans. Take responsibility for the care, preparation, maintenance and use of relevant equipment, assisting pupils in its use and clearing/storage afterwards.

Will be aware of pupil progress, monitor/record pupil responses against pre-determined learning objectives as well as provide accurate, constructive and detailed feedback/reports to the teacher and pupils.

Promote positive values, attitudes and good pupil behaviour and encourage pupils to take responsibility for their own actions whilst supporting the teacher in managing this. Deal promptly with conflict and incidents (including those involving restraint) and reporting challenging behaviour where appropriate in line with established policy.

Will gather/report information from/to parents/carers as directed, taking into account parental/carer concerns, dealing with them sensitively under the direction of the teacher.

Will provide clerical/administrative support as directed by the teacher.

In respect of local and national learning strategies, will support pupils to achieve learning goals e.g. English, Maths, KS2, early years as directed by the teacher.

Will support pupils in the use of IT in learning activities as directed by the teacher, and develop pupils competence and independence in its use.

Will participate in own performance development, identify and address any training needs/other learning activities.

Will assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, accompanying teaching staff and pupils on visits, trips and out of school activities; taking responsibility for a group under the supervision of the teacher.

Will assist in the supervision of students on work experience, trainees and voluntary helpers.

	ESSENTIAL (E)/DESIRABLE (D)
EXPERIENCE:	<ul style="list-style-type: none"> <li>• Experience of working with children with Special Educational Needs (E)</li> <li>• Experience of working in early years (D)</li> <li>• Experience of working in a team situation. (E)</li> <li>• Experience of working with or caring for children of relevant age e.g. voluntary organisation or parental/caring responsibilities. (E)</li> <li>• Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level. (E)</li> </ul>
QUALIFICATIONS/TRAINING:	<ul style="list-style-type: none"> <li>• GCSE English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 1. (E)</li> <li>• Early years Qualification (D)</li> <li>• Other relevant qualifications relating to the post e.g. Level 2 NVQ in Health/Childcare, first aid qualification. (E)</li> <li>• Evidence of further training/development and/or willingness to participate in further training and development opportunities. (D)</li> </ul>
KNOWLEDGE/ SKILLS:	<ul style="list-style-type: none"> <li>• Knowledge and understanding of pupils with additional needs (E)</li> <li>• An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs. (E)</li> <li>• Will possess knowledge of the School's relevant procedures or practices. (E)</li> <li>• Will have an outline understanding of relevant legislation. (D)</li> <li>• Problem solving skills. (E)</li> <li>• Good communication skills. (E)</li> <li>• Exercising advisory, guiding, negotiating and persuasive skills at a developed level. (E)</li> <li>• Good numeracy/literacy skills. (E)</li> <li>• Basic ICT skills. (E)</li> <li>• An understanding of the needs of a multicultural society. (E)</li> <li>• Knowledge of childcare. (E)</li> <li>• Awareness of child development. (E)</li> <li>• Knowledge and commitment to schools Equality policy. (E)</li> <li>• Ability to relate well to pupils and adults. (E)</li> <li>• Ability to work constructively as part of a team. (E)</li> <li>• Ability to remain calm under pressure. (E)</li> <li>• Demonstrate a commitment to working with children of the relevant age. (E)</li> <li>• Demonstrate good co-operative, interpersonal and effective listening skills. (E)</li> <li>• Maintain confidentiality in matters relating to the school, its pupils, parents or carers. (E)</li> <li>• Ability to perform all duties and tasks with reasonable adjustments where necessary. (E)</li> <li>• Ability to cope with the requirements of the post, which will include working with pupils who have emotional/ behavioural/physical difficulties. (E)</li> <li>• In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level. (E)</li> </ul>

**Postholder's signature:**

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**Date:**

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