

LEARNING SUPPORT ASSISTANT – Job Description

MAIN DUTIES AND RESPONSIBILITIES

Working with children under the direction of the class teacher:

- To support learning of individuals and groups of pupils and assessment of children, providing regular feedback to the class teacher.
- To give 1-1 support for EHCP pupils as required.
- To discuss and follow the teacher's plan for the lesson/day/week.
- To assist with the general management and organisation of children and resources/equipment.
- To assist with the planning, organising and supervising of educational visits and outings.
- To work with and support individuals or groups of children on specific activities set by the teacher or in child-initiated activities, such as reading, writing, practical, creative, physical, recreational activities and environmental studies.

To assist with the supervision of children:

- within classroom settings
- during school assembly
- at play times
- on outings and educational visits
- using the cloakroom/toilets/washrooms
- undertake midday supervision

To attend appropriate in-service training.

To keep up-to-date with the latest requirements for the safeguarding of pupils, understand them and act upon them where necessary.

To be aware and follow school procedures and policies.

The duties of this post may change from time to time without changing their general character or level of responsibility entailed.

LEARNING SUPPORT ASSISTANT – Person Specification

Criteria	Standard	E/D	Measured By:
Qualifications and Work Experience	A good basic standard of education – Grades A-C (4-9) in Maths and English	Essential	Application
	Level 2 or other Teaching Assistant Qualification	Desirable	Application/Interview
	Experience of working with children	Essential	Application
	Experience of working with children with SEN	Essential	Application
	ICT – basic knowledge of computers and word processing	Essential	Application
	First Aid Training	Desirable	Application
	Understanding of the Primary Curriculum	Desirable	Application/Interview
	Competencies and Qualities	Excellent Interpersonal Skills	Essential
Able to work flexibly		Essential	Interview/Activity
Ability to work in and as part of a team		Essential	Interview/Activity/References
Good organisational skills		Essential	Interview/References
A friendly, positive manner		Essential	Interview/Activity/References

	Ability to use initiative	Essential	Interview/Activity/References
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