

# Stony Dean School

**JOB DESCRIPTION:** Partnership Learning Support Assistant

**LEVEL:** Bucks Pay Range 3

**PATTERN:** Full-time

Term Time Only

**RESPONSIBLE TO:** Head Teacher

***This school is committed to safeguarding and promoting the welfare of Children and young people and requires all staff to share this commitment.***

## DUTIES AND RESPONSIBILITIES

**Main Task:** To support the social, emotional and learning needs of individual pupils identified on the partnership model and other pupils where requested.

This role will involve being aware of and complying with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. You will work in collaboration with the Personalised timetable manager to support pupils' learning in lessons and enhance their progress.

## SUPPORT FOR PUPILS

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

## SUPPORT FOR TEACHERS

- Organise and manage appropriate learning environment and resources
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests
- Production of lesson plans, worksheet, plans etc.

### **SUPPORT FOR THE CURRICULUM**

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment

### **SUPPORT FOR THE SCHOOL**

- Comply with and assist with the development of policies and procedures relating to child
- Protection, health, safety and security, confidentiality and data protection, reporting 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
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advice and support others
- Deliver out of school learning activities within guidelines established by the school
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class

### **EXPERIENCE**

- Experience working with children of relevant age in a learning environment
- Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths
- Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT
- Knowledge/Skills
- Can use ICT effectively to support learning
- Full working knowledge of relevant policies/codes of practice/legislation
- Constantly improve own practice/knowledge through self-evaluation and learning from others
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

**The duties of this post may vary from time to time, as required by the Head teacher, without changing their general character or level of responsibility.**