



ST BEDE C OF E PRIMARY
MULTI ACADEMY TRUST

Job Description for a Advanced Learning Support Assistant

JOB TITLE: Advanced Learning Support Assistant

SALARY/GRADE: £13.39 per hour

RESPONSIBLE TO: Lead Advanced Learning Support Assistant

PURPOSE OF JOB: To regularly cover lessons across the year group and assist teachers in planning, delivery, assessment, delivering interventions, behaviour management and emotional support of pupils.

DUTIES:

A Supporting the Pupils

1. To aid the children to learn as effectively as possible both in group situations and independently by:
 - Clarifying and explaining instructions.
 - Ensuring children are able to access the activities within the lesson.
 - Motivating and encouraging children as required.
 - Supporting children with challenging behaviour where necessary.
2. To establish supportive relationships with children and engage with their parents.
3. To be responsible for the planning, delivery and assessment of interventions.

B Supporting the Teachers

1. To support the teaching team by making contributions in planning.
2. To administer appropriate assessments and to record progress made by the children.
3. To participate in the evaluation of planned activities and assessments.
4. To provide regular feedback about the children to the teacher through observations.
5. To attend progress meetings and feedback the progress made by individual children.

C Supporting the School

1. To attend relevant in-service training.
2. To be aware of school policies and procedures.
3. Any other tasks as directed by your Line Manager to support the department you are working in. e.g. Christmas Production, School trips, new intake meeting etc.

D Covering Lessons

1. To lead lessons from planning.
2. To support Teachers in evaluating and amending planning.
3. To have a clear understanding of the intent and implementation of the Curriculum.
4. To provide feedback to pupils on their learning in lessons.

Person Specification for a Advanced Learning Support Assistant

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

A. Experience

1. Experience working with children of relevant age (previous Y5 and Y6 experience highly desirable).
2. Experience of the Teacher or Teaching Assistant role.

B. Qualifications/Training

3. Good Maths/English skills.
4. Teaching Assistant Qualification or equivalent or experience.
5. Appropriate first aid /FGM/Safeguarding training or a willingness to undertake relevant training.
6. An understanding of different Teaching & Learning strategies.
7. Confident in Behaviour Management Strategies.
8. An understanding of SEND and how to cater for pupils with additional needs.

C. Knowledge/Skills

9. Ability to use ICT effectively to support learning.
10. Ability to use other equipment technology.
11. An understanding of relevant policies/codes of practice and awareness of relevant legislation.
12. An understanding of the intent and implementation of the curriculum and other relevant learning programmes/strategies.
13. A basic understanding of principles of child development and learning processes.
14. Ability to self-evaluate learning needs and actively seek learning opportunities.
12. Ability to relate well to children, staff and parents.
13. Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
14. Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities.