

Post title: Learning support assistant (term time only)

Pay range: NJC Grade 4 (8-14)

FTE: £24,702-£27,334, Pro-rata: £21,154-£23,407

Line manager: Learning support manager



Main purpose of the job

- To work with children as part of a team under the overall direction of the learning support manager
- To foster the participation of pupils in the social and academic processes of the school by recognising individual pupils' needs, and identifying and implementing appropriate responses
- Encourage pupils to become more independent learners, and help to raise the standard of achievement and attainment for all pupils
- To carry out specified duties with individuals, groups or classes under the direction of the learning support manager
- *To develop, plan, deliver and review learning activities for individuals and groups of pupils in accordance with best practice and national guidelines*
- *To take responsibility for the planning and delivery of specified packages of work such as lesson planning, assessment or reporting*



"A dedicated team of staff, coordinated by the designated safeguarding leader, supports vulnerable pupils. These staff work with determination and sensitivity"
OFSTED MAY 2018

Duties and Responsibilities

Key duties

- Through effective learning strategies, support all pupils to participate in learning activities; this will involve being aware of pupils' needs, using appropriate equipment and materials, and modifying resources as necessary to support pupils to participate and progress
- Support pupils by having an awareness of individual needs, learning targets, and the relevant support required to assist pupils' development; offering encouragement and feedback, where appropriate
- Contribute to the implementation of an effective behaviour management strategy, applying it fairly and consistently within clear boundaries and reinforcing positive aspects of behaviour
- Provide some literacy and numeracy support to individuals and groups to enable them to access the wider curriculum, whilst monitoring progress and dealing with challenges as they arise
- To follow a structured timetable which offers a breadth of interventions, in-class support and keyworker sessions
- To aid the learning support manager in the delivery and monitoring of interventions and support through the plan, do, review framework
- To ensure an accurate log of impact
- *Contribute to the planning and evaluation of teaching and learning activities by being clear of own role in delivery, sharing realistic ideas, offering constructive suggestions, and giving feedback where appropriate*
- *Hold responsibility for a specialist area within school for which you will lead, keep abreast of developments and provide staff training*
- *To aid the learning support manager in the delivery and monitoring of interventions and support through the plan, do, review framework*

Specified work

- Post holder must carry out specified work in order to assist or support the work of qualified teachers in school; this is an ongoing and regular requirement of the post and is an integral element of the role at this level. Specified work includes:
 - Planning and preparing interventions for pupils
 - Delivering interventions to pupils, including delivery via distance learning or computer aided techniques
 - Assessing the development, progress and attainment of pupils
 - Reporting on the development, progress and attainment of pupils

Support for pupils

- Support learning activities for all pupils; being aware of stages of development, individual needs, and giving positive encouragement and feedback
- Give care and support for pupils by providing a safe and secure environment; responding to accidents, emergencies and following procedures
- Contribute to the safeguarding of all pupils by having an awareness of signs of abuse, an understanding of relevant procedure and protocol, and ensuring any concerns are addressed in a calm and sensitive manner
- Establish and maintain positive relationships with pupils by communicating effectively, allowing them to feel valued and listened to, and encouraging questions and ideas
- Support children and young people through transitions that occur in their lives, enabling them to manage them in a positive manner
- Contribute to the personal and intimate care of pupils
- Support pupils with behaviour, emotional and social development needs, and report any issues to the appropriate senior member of staff
- Provide support to pupils where English is not their first language
- Build key relationships with families and maintain contact with those that come under the learning support assistant keyworker students
- *Provide support to pupils with sensory and/or physical needs to enable them to maximise learning*
- *Support pupils in a specialist area e.g. Sensory, SEMH, Cognition and Learning*



"Pupils choose from a wide range of extra-curricular activities, which develop their confidence, as well as the culture of aspiration within the school and the local community." OFSTED May 2018

Support for the teacher/line manager

- Contribute to maintaining accurate pupil records, following relevant procedure and ensuring confidentiality at all times
- Working alongside the class teacher, ensure the learning environment, learning resources and materials are ready for use in activities whilst recognising and minimising potential hazards and making adjustments where necessary
- Develop positive relationships with families, taking a partnership approach so that support is provided both at the school and at home, and sharing information where appropriate
- Escort and supervise pupils on educational visits and out of school activities
- *To assist with writing and monitoring pupil plans, reviewing and implementing interventions enabling pupils to understand and meet their targets*

Support for the school

- Develop and maintain effective working relationships with other practitioners, drawing on their strengths and expertise in order to best support teaching and learning
- Willingness to keep up to date with professional practice by maintaining an understanding of the requirements of the role and individual responsibilities
- Support pupils to understand instructions
- Support pupils in using ICT within the classroom environment to support and promote learning in ways that are stimulating and enjoyable according to age, needs and abilities
- Accompany staff and pupils on visits, trips and out of school activities

Professional development

- Regularly review the effectiveness of your deployment and its impact on pupils' progress, attainment and wellbeing, and responding to advice and feedback from colleagues
- Be responsible for improving your practice through training and development opportunities identified by the school, or as developed as an outcome of your professional targets
- Participate in training, learning activities and professional development

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the postholder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.

This post is subject to an enhanced DBS criminal record check and an online search.

Person Specification – Learning support assistant

	Essential	Desirable
Qualifications and Training		
Good general education, including GCSE maths and English, grade C or above	✓	
<i>Qualification relating to working with children/in education equivalent to NVQ level 2 or 3</i>	✓	
First aid training		✓
Experience		
Experience of working within an education setting or equivalent	✓	
High quality communication with pupils of all abilities	✓	
To have delivered lessons/activities to students	✓	
Evidence of working with children and young people, including children with SEND and from a range of backgrounds	✓	
Relevant experience of building positive relationships with all stakeholders and families		✓
To have experience of assessing pupil progress and to have kept up to date records		✓
Use of ICT including Excel, Microsoft Office and Google workspace		✓
Skills and Abilities		
Excellent communication skills	✓	
Ability to assist with transition between phases both inside and outside school	✓	
Co-operative and positive, with the ability to work hard under pressure while maintaining a professional attitude	✓	
Adaptable, open to change, and willing to take on challenges with enthusiasm	✓	
Ability to prepare differentiated learning materials in support of effective teaching and learning	✓	
Ability to organise classroom resources and maintain pupil records	✓	
Ability to liaise effectively with teaching staff in order to support pupil progress	✓	
Knowledge		
Knowledge and understanding of the statutory framework in subject areas and phases supported	✓	
Knowledge of National Curriculum and how this is applied to planning, preparation and delivery of learning abilities	✓	
Understanding of the range of complex needs that young people may have accessing education, and a knowledge of a range of approaches to cater for different learning styles and barriers to learning	✓	
Awareness of safeguarding issues	✓	
Equal Opportunities		
Understanding of different social backgrounds of pupils	✓	
Full commitment to community cohesion and inclusion	✓	

