

## **Job Description**

**Job title:** **Learning Support Assistant**

**Responsible to:** Class teacher and Senior Leadership team

**Main Purpose of the Job:** To support the development and education of a specific pupil within the class.

To assist in development of a specific pupil's learning, the provision of care and the management of a specific pupil's behaviour under the direction of teaching staff/senior colleagues.

### **Support for the Pupils**

1. Attend to the pupil's personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
2. Supervise and support the pupil ensuring their safety and access to learning, by encouraging their participation in learning tasks and activities.
3. Establish good relationships with the pupil, acting as a role model and being aware of and responding appropriately to individual needs.
4. Promote the inclusion and acceptance of all pupils.
5. Encourage the pupil to interact with others and engage in activities led by the teacher.
6. Encourage the pupil to act independently as appropriate.
7. Support the pupil with changing for PE and if the child has wet or soiled themselves.
8. Occasionally supervise children on activities without a teacher present including outdoor activities.
9. Work with the pupil on a 1:1 following the guidance of the class teacher.

### **Support for the Teacher**

1. Prepare classroom as directed for lessons and clear up afterwards, encouraging the pupil to help where appropriate.

2. Be responsible for small groups of pupils involving the specific child you are supporting.
3. Assist in sanitising areas in the classroom that may need cleaning.
4. Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
5. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
6. Gather/report information from/to parents/carers as directed.
7. Taking responsibility for implementing specific pre-planned activities.
8. Attending weekly staff and planning meetings where appropriate.

### **Support for the Curriculum**

1. Support the pupil to understand instructions.
2. Support the pupil in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the teacher.
3. Support the pupil in using basic ICT as directed.
4. Prepare and maintain equipment/resources as directed by the teacher and assist the pupil in their use.

### **General tasks**

1. Be aware of and comply with policies and procedures relating to Child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Contribute to the overall ethos/work/aims of the school.
3. To undertake playground supervisory duties directed by Headteacher and senior teachers as appropriate.
4. Attend and participate in relevant meetings as required.
5. To assist in meeting the physical care needs of the pupil as required.

### **Lunchtime or snack duties**

1. Supervise whilst the child is eating.
2. Support the children to clear the area when they have finished eating. Clean table if necessary.

## **Support for the School**

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Be aware of and support differentiation to ensure all pupils have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos/work/aims of the school.
4. Appreciate and support the role of other professionals.
5. Attend relevant meetings as required.
6. Participate in training and other learning activities and performance development as required.
7. Assist with the organisation of school medical arrangements, e.g. dental inspections, nurse visits where appropriate.
8. Attend first aid training and carryout basic first aid when required.
9. Accompany teaching staff and pupils on educational visits, trips and out of school activities as required.
10. Assist with the preparation and presentation of special events, e.g. School Concerts, Plays, Parents / Carers evenings.
11. To carry out any other reasonable duties and responsibilities within the overall function and the levels of responsibilities of the post.

You are required to perform any such tasks or duties that may be reasonably assigned to you by the Headteacher to ensure the smooth running of the school

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school.

**This School is committed to safeguarding and protecting the welfare of all children and young people and expects all staff and volunteers to share this commitment.**

Closing date for application 12th July 2023

This position is a 1year fixed term contract initially.

**Person Specification**  
**TA / LSA**

		Essential	Desirable
<b>A: Commitment to Vision</b>	1. Shares the founding vision and ethos for Yavneh Primary School	X	
<b>B: Experience</b>	2. Current or recent experience of working within the Early Years Foundation Stage, KS1 or KS2		X
<b>C: Qualifications</b>	3. Holds or working towards NVQ level 2 or 3 in childcare and Education or equivalent qualification or experience		X
	4. Good Numeracy/Literacy skills	X	
	5. Training in relevant learning strategies	X	
	6. First aid training		X
<b>D: Teaching &amp; Learning</b>	7. Provide high quality teaching and learning support to meet the needs of all pupils	X	
<b>E: Skills</b>	8. Has excellent communication skills (including written, oral and presentation)	X	
	9. Fluent in English	X	
	10. Ability to use own initiative and work as a member of a team.	X	
	11. Competent in ICT		X
<b>F: Knowledge</b>	12. Understanding of principles of child development and learning	X	X
	13. Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation		
	14. Has up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young carers	X	
	15. Has knowledge of teaching phonics		X
	16. Awareness of current curriculum issues and educational developments	X	
<b>G: Personal Attributes</b>	17. Ability to relate well to children and adults	X	
	18. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	X	
	19. Able to deal sensitively with people and achieve positive outcomes.	X	
	20. Ability to self-evaluate learning needs and actively seek learning opportunities	X	
	21. Enquiring, independent thinker	X	
	22. Approachable, honest, reliable, resilient; has presence and is highly visible to students, parents/carers and the wider community	X	