

Job Specification

Job Title: Learning Support Assistant

Grade: G4

Job Evaluation Code:

Reporting to: Headteacher or
Line Manager nominated by
Headteacher

Manager's Grade:

Location: Lee Brigg Infant and Nursery School

Service Area:
Schools and Lifelong Learning

Service Directorate:
Family Services

Workstyle: Workplace based

Overall Purpose of the Post:

Under the direction and supervision of a teacher or line manager, to work directly with a particular pupil and support the learning of the pupil, to attend to pupils personal needs and to provide general support in managing pupils and the classroom.



Requirements for the post.		
	Essential	Desirable
Qualifications/ Training	Level 2 Numeracy / Literacy or willingness to work towards this	Support Work in Schools (S.W.I.S.) Level 2. Supporting pupils with S.E.N. Level 2 or 3 qualification
Knowledge	Good numeracy/ literacy skills	Appropriate knowledge of First Aid Use of Technology e.g. ICT. Child Protection issues Health, Safety & Security issues. Data Protection issues.
Experience		Working or caring for children.
Physical Skills	Effective use of learning materials and resources.	
Competencies and other skills required	Ability to plan effective actions for pupils at risk of underachieving Ability to self-evaluate learning needs and actively seek learning opportunities 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	



Key Outcomes/ Activities

- To assist with the supervision of pupils ensuring their safety and access to learning.
- To prepare the classroom as directed for lessons and to clear afterwards.
- To assist with the display of work.
- To report to the teacher or line manager any pupil problems or behavioural difficulties in accordance with Trust/school policy.
- To report to the teacher or line manager on pupil progress and achievements in accordance with Trust/school policy.
- To assist the teacher or line manager by contributing as directed to a pupils' individual behaviour/education plan.
- To provide or gather routine information to or from parents/carers under the direction of the teacher or line manager.
- To provide general support with learning activities to enable pupils to understand instructions and to ensure they remain on task.
- To assist with the maintenance of equipment and resources.
- To assist pupils in using resources, e.g. ICT.
- To assist with the supervision of pupils outside of lesson times, including before and after school and at lunchtimes. These duties shall be undertaken within the postholder's contractual hours.
- To participate in school visits, assisting with activities as required
- To undertake routine clerical duties including bulk photocopying and assisting with lunch orders.
- Other duties commensurate with the grade of the post as directed by the Headteacher

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Responsibility for Resources

Employees (Supervision):

None

Financial:

None

Physical:

Effective use of learning materials and resources.

Customers and Clients:

The post involves some direct impact on the well being of pupils through undertaking tasks or duties related to the post.

Working Conditions:

The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour.

The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.

The nature of the post may involve periodic requirements for considerable effort, e.g. lifting or carrying of children.

Characteristics of the post:

The ability to occasionally attend meetings as required by the Headteacher/Line Manager.

Employees are encouraged to participate in training activities in order to enhance their own personal development.

All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

The employment checks are required:

- Evidence of entitlement to work in the U.K.
- Childcare Disqualification Declaration (where applicable)
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment

Registration with appropriate bodies (where applicable)

Evidence of a satisfactory safeguarding check – an enhanced DBS check will be required.

Date completed: June 2017