**Gatton Primary School.**

**JOB TITLE: LEARNING SUPPORT ASSISTANT**

**Grade : SC1**

**Job Description**

**Purpose of Job**

To work under the guidance of teaching and senior staff to ensure that pupils in receipt of a Statement of Special Educational Needs gain access to the full school curriculum according to their individual needs. Reference must be made to the provisions outlined in their Statement, thus enabling them to progress and grow in confidence and independence. Work may be carried out in the classroom or outside the main teaching area.

**Specific Duties**

**Support for Pupils**

1. Supervise and provide particular support for pupils, ensuring their safety and access to learning activities.

2. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.

3. Establish constructive relationships with pupils and interact with them according to their individual needs.

4. Promote the inclusion and acceptance of all pupils.

5. Encourage pupils to interact with others and engage in activities led by the teacher.

6. Set challenging and demanding expectations and promote self-esteem and independence.

7. Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.

**Support for Teacher**

8. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.

9. Assist with the planning and preparation of learning activities, including in relation to any individualised programmes detailed within their Statement provision.

10. Monitor pupils’ responses to learning activities and accurately record achievement/progress as directed.

11. Provide detailed and regular feedback to teachers on pupils’ achievement, progress, problems etc.

12. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

13. Establish constructive relationships with parents/carers.

14. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils’ work.

15. Administer routine tests and invigilate tests and undertake routine marking of pupils’ work if necessary

16. Provide clerical/admin support, e.g. photocopying, filing etc.

**Support for the Curriculum**

17. Undertake programmes linked to local and national learning strategies, e.g. the National Curriculum, Early Years Foundation Stage curriculum, etc and feedback progress to the teacher.

18. Support the use of ICT in learning activities and develop pupils’ competence and independence in its use.

19. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

**Support for the School**

20. 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.

21. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

22. Contribute to the overall ethos/work/aims of the school.

23. Appreciate and support the role of other professionals.

24. Attend and participate in relevant meetings as required.

25. Participate in training and other learning activities and performance development as required.

26. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime when required.

27. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

**Supervision Arrangements**

The position will be line-managed by the inclusion manager and subject to an annual performance review in line with the School’s Appraisal Policy.

**Learning Support Assistant**

**Person Specification**

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| --- | --- | --- |
| **Attributes** | **Essential** | **Desired** |
| Committed and reliable  | 🗸 |  |
| Positive and enthusiastic  |  | 🗸 |
| Organised  |  | 🗸 |
| Able to work well with and relate to children, colleagues and parents/carers  | 🗸 |  |
| An interest in education and child development  | 🗸 |  |
| Good communication skills  | 🗸 |  |
| Willingness to participate in development and training opportunities and a commitment to self-improvement |  | 🗸 |
| **Skills and qualifications** |  |  |
| NVQ level 2/3 | 🗸 |  |
| Good level of literacy and numeracy (equivalent to GCSE grade C)  | 🗸 |  |
| Good IT skills (able to use computer, email, photocopier)  |  | 🗸 |
| Educated to degree level |  | 🗸 |
| **Experience** |  |  |
| Experience of working with, supporting or caring for children  | 🗸 |  |
| Experience of working in a primary school |  | 🗸 |
| **Knowledge and Understanding** |  |  |
| An understanding of the safeguarding responsibilities of the role  |  | 🗸 |
| Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these | 🗸 |  |
| An understanding of and commitment to equal opportunities  |  | 🗸 |
| Basic knowledge of first aid |  | 🗸 |