**JOB DESCRIPTION**

**Job Title:** Learning Support Assistant

**Responsible to:** Head of Education/SENDCO

**Accountable to:** Principal

**Core Purpose of the: Learning Support Assistant (Teaching Assistant)**

# Support the class teacher in all aspects of teaching and enhance learning opportunities for pupils, bringing to bear knowledge and practical experience gained through working with pupils. To provide support for pupils with a medical condition, to ensure that service user’s with medical conditions, of both physical and mental health, are supported in school so that they can play a full and active role and achieve their potential. Safe administration of medicine and support as necessary.

# Support students by:

1. Providing high quality 1:1 support to students who require additional support
2. Supporting the teaching of all subjects, by working with individuals and small groups in class.
3. Delivering literacy and numeracy intervention to individuals and groups of students
4. Working with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate to meet the individual needs of the students
5. Contributing to the development of learning and assessment materials
6. Implementing agreed learning activities/assessments, adjusting activities according to student need
7. Monitoring and celebrate children’s learning, progress and achievement and record and report upon progress, including details on attendance, behaviour, development and additional needs
8. Supervising and provide particular support for pupils, including those with special needs ensuring their safety and access to learning activities
9. Promoting good behaviour at all times
10. Assisting with the development and implementation of Individual Education, Health and Care Plans
11. Maintaining a positive attitude, seeking to bring out the best in learners and having high expectations for all
12. Establishing positive relationships with parents/carers, ensuring parental involvement in learning and progress
13. Contributing to the organisation of the learning environment and creation of resources
14. Constantly striving to improve own performance and identify areas for self - improvement, attending appropriate training
15. Supporting the running of school with break and lunch duties.
16. Undertaking any other duties as deemed appropriate by the line manager and commensurate with the post.

# Be part of the educational team by

1. Being a Tutor
2. Being aware of the school`s policies and procedures.
3. Being aware of confidential issues linked to home/student/teacher/school work and to keep confidences as appropriate.
4. Attending relevant meetings as required.
5. Participating in training and other learning activities and appraisal as required.
6. Assisting with the supervision of students out of lesson times, including before and after school and at lunchtimes
7. Accompanying teaching staff and students on visits, trips and out of school activities as required.
8. Complying with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

**General Responsibilities**

To attend appropriate training conferences and foster your own professional development so that the school promotes external expectations of best practice

To act as a role model, leading by example

Knowledge and willingness to be trained in positive approaches to working with challenging behaviours associated with learning barriers (e.g. MAPA).

To report to the Principal in the event of awareness of bad practice, maladministration or health and safety issues.

To undertake such other duties and responsibilities reasonably consistent with the role as may be required from time to time as determined by the SENCO, Head of Education and Principal.

**PERSON SPECIFICATION – Learning Support Assistant (Teaching Assistant)**

**This post is subject to full DBS checking and successful references.**

**The following will be tested in application/ interview**

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| **Requirement** | **Essential** | **Desirable** |
| **Qualifications** | * Eligibility to work in the UK * **Clean and current car driving license (must be able to drive)** * Excellent ICT Proficiency * **Minimum of Level 3 Qualifications (eg – A levels, BTEC and NVQ Level 3, etc) including English and Mathematics\* at C/4 or above at GCSE Level (not Functional Skills).**   **\*English/Maths must be an achieved C/4 Grade or above on the day of the interview**   * Good communication and written abilities | * Degree in related subject * Evidence of continuing professional development or further professional study * Qualified / Trained First Aider or be willing to undertake training * Safeguarding Qualification |
| **Experience** | * Recent work experience of working with children in a teaching and learning environment * Commitment to safeguarding children and good understanding of what this entails. * Understanding of classroom roles and responsibilities and Teaching Assistant’s role * Experience of working with wide range of children including those with ASD/SEND * Understanding of principals of child development and learning processes | * Experience of developing, implementing and evaluating IEPs * Experience and knowledge of learning strategies and adapting these to individual student needs * Experienced in using ICT in learning activities and through school management systems |
| **Skills** | * Ability to communicate both orally and in writing with a range of different audiences including providing sensitive feedback to parents, other professionals regarding pupil development * Ability to self evaluate learning needs and seek learning opportunities * Ability and confidence to assist pupils with basic numeracy and literacy in line with learning strategies and national curriculum | * Experience of working with a Clinical Team * Experience of working in a Residential School. |

Jobholder……………………………………………. Signed…………………………….. Date……………………….  
  
Line Manager…………………………………………….. Signed…………………………….. Date………………………..