

# SHAKESPEARE PRIMARY SCHOOL & CHILDREN'S CENTRE

## Job Description

Job Title: Learning Support Assistant – Term Time Only

Scale A1 – B1

31.25 hours per week with half an hour lunch.

**Accountable to: Curriculum Teacher**

**Any Special Conditions of Service:** No smoking policy. Requirement to occasionally work outside of school hours and off school premises as required by the school. Term time working.

### **Propose Role:**

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

### **Main Duties:**

1. To supervise and provide particular support for pupils ensuring their safety and access to learning activities
2. To assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
3. To establish constructive relationships with pupils and interact with them according to individual needs
4. To promote the inclusion and acceptance of all pupils
5. To encourage pupils to interact with others and engage in activities led by the teacher
6. To set challenging and demanding expectations and promote self-esteem and independence.
7. To provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
8. To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
9. To use strategies, in liaison with the teacher, to support pupils to achieve learning goals
10. To assist with the planning of learning activities
  11. To monitor pupil's responses to learning activities and accurately record achievement/progress as directed.
  12. Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
  13. To 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
  14. To establish constructive relationships with parents/carers
  15. To administer routine tests and invigilate exams and undertake routine marking of pupils' work.

16. To provide clerical/admin. Support - photocopying, typing, filing, money, administer coursework.
17. To undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
18. To undertake programmes linked to local and national learning strategies -. literacy, numeracy, early years-recording achievement and progress and feeding back to the teacher.
19. To support the use of ICT in learning activities and develop pupils' competence and independence in its use.
20. To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
21. To 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.
22. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
23. To contribute to the overall ethos/work/aims of the school.
24. To appreciate and support the role of other professionals.
25. To attend and participate in relevant meetings as required.
26. To participate in training and other learning activities and performance development as required.
27. To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
28. To 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.

## LEARNING SUPPORT LEVEL 1

### PERSON SPECIFICATION

**Post Title:** Learning Support Assistant General Level 1      **Grade:** Scale A1/A2

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| <p style="text-align: center;"><b>SKILLS</b></p>                        | <ul style="list-style-type: none"> <li>➤ Good numeracy/literacy skills</li> <li>➤ Use basic technology – computer, video, photocopier</li> <li>➤ Ability to relate well to children and adults</li> </ul>   |  |
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| <p style="text-align: center;"><b>Knowledge &amp; Understanding</b></p> | <ul style="list-style-type: none"> <li>➤ Working with or caring for children of relevant age</li> <li>➤ Appropriate knowledge of first aid</li> <li>➤ Work constructively as part of a team</li> <li>➤ Understanding classroom roles and responsibilities and your own position within these</li> </ul> |  |
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| <p style="text-align: center;"><b>How Identified</b></p>                | <ul style="list-style-type: none"> <li>➤ Application Form</li> <li>➤ Selection Process</li> </ul>   |  |
| <p style="text-align: center;"><b>Qualifications/ Training</b></p>      | <ul style="list-style-type: none"> <li>➤ Willingness to participate in development and training opportunities</li> <li>➤ Completion of Teaching Assistant Induction Programme which can be carried out within school</li> </ul>   |  |

