

JOB DESCRIPTION

POST TITLE:	Learning Support Assistant
LOCATION/BASED:	Jesmond Park Academy
GRADE:	N3
RESPONSIBLE TO:	Designated Teacher
CORE PURPOSE:	To provide classroom support duties including curriculum related tasks under the direction of the teacher and responding to pupils' social, emotional and physical needs.

MAIN DUTIES & KEY RESPONSIBILITIES

(a) General

- 1 Supporting the teacher in the general management of the classroom.
- 2 Undertaking activities, as directed by the teacher, with individuals or small groups of pupils.
- 3 Providing clerical/admin support, e.g. photocopying, typing, filing, collection of money, administer coursework and exams.
- 4 Supervising groups of pupils alone and participating in general activities including giving sensitive support and intervention in children's play.
- 5 Undertaking routine invigilation and marking.

(b) Classroom Organisation

- 1 To be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
- 2 Assisting in the preparation, maintenance and repair of books, apparatus and equipment, to include cataloguing and stocktaking of all resources.
- 3 Preparing pupils' work for display in the classroom and around the school.

4 Demonstrating creativity in assisting with the practical resourcing of the classroom.

(c) Pupil Support

1 Working with pupils directly on curriculum related tasks under the direction of the teacher.

2 Assisting in the delivery of all aspects of support to pupils including assessment, recording and reporting procedures and maintenance of Individual Education Plans (IEP's) under the guidance of a designated teacher.

3 Giving relevant feedback to the teacher regarding the social, emotional and physical needs of pupils thus offering the teacher support in their assessment.

4 Assisting with monitoring and evaluating the learning environment provided for the pupils in his/her care and use this evaluation to help make necessary changes and developments within the classroom.

5 Following the school policy documents and schemes of work to keep updated with school and National Curriculum documentation.

(d) Welfare and other duties

1 Under teacher overall control, accepting shared responsibility for the creation of a safe environment for pupils within and outside the classroom.

2 Assisting in the supervision of pupils particularly at break periods and the beginning and end of sessions.

3 Providing of general care and welfare by responding appropriately to the social, emotional and physical needs of pupils. This might include attending to sick or injured pupils, taking sick pupils home and investigating reasons for absence.

4 May be required to administer medication to pupils by agreement with the jobholder in accordance with the school's policy on this issue.

GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Demonstrate the vision and values of the Trust in everyday work and practice.
3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
5. Attend out of hours events as reasonably required.
6. Take responsibility for your own continuing professional development.
7. 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.
8. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

OTHER

The above duties are not exhaustive and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It's important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

PERSON SPECIFICATION

POST TITLE: Learning Support Assistant

SKILLS, KNOWLEDGE AND APTITUDES	ESSENTIAL	DESIRABLE
Able to use language and other communication skills that children can understand and relate to.	✓	
Able to empathise with the needs of children and in particular able to establish positive relationships with pupils.	✓	
Able to consistently and effectively implement agreed behaviour management strategies.	✓	
Able to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs	✓	
Able to work within and apply all relevant school policies and schemes of work	✓	
Able to supervise groups of pupils.	✓	
Able to carry out and report on systematic observations of pupils' knowledge, understanding and skills.	✓	
Able to undertake routine invigilation and marking	✓	
Able to work effectively as part of a team	✓	
Committed to achieving further professional development	✓	
Knowledge of SEN Code of Practice		✓
QUALIFICATIONS AND TRAINING	ESSENTIAL	DESIRABLE
Working towards Level 2 Basic Skills (Literacy and Numeracy) or equivalent competency	✓	
First Aid Training		✓
EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of supporting children in a learning environment	✓	
Knowledge of national/foundation stage curriculum	✓	
Experience of classroom organisation	✓	
Experience of administrative and clerical duties in a school or office environment	✓	
Experience of using ICT to support pupils in the classroom	✓	
PERSONAL QUALITIES	ESSENTIAL	DESIRABLE
Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: - motivation to work with children and young people - ability to form and maintain appropriate relationships and personal boundaries with children and young people - emotional resilience in working with challenging behaviours - attitude to use of authority and maintaining discipline. able to work in partnership with other agencies	✓	

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A commitment to child protection and safeguarding.	✓	
SPECIAL REQUIREMENTS	ESSENTIAL	DESIRABLE
Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role.	✓	
Willingness to undertake further training (if necessary)	✓	
Satisfactory Enhanced DBS clearance with a Childrens Barred List check.	✓	
Medical clearance.	✓	
Minimum of 2 references which are satisfactory to the Trust.	✓	
Evidence of qualification certificates.	✓	
Evidence of right to work in the UK.	✓	
Full UK driving licence and access to a car during working hours.		✓

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.