



Alderman's Green Primary School

Job Title: Higher Level Support Assistant – Grade 4

Job Purpose

To work collaboratively with the responsible classroom teacher in their responsibility for the development and education process by utilizing detailed knowledge and specialist skills to undertake “specified work” and provide care and supervision to children/young people.

Duties and Responsibilities

OUTLINE RESPONSIBILITIES AND TASKS

Under the direction and supervision of teaching/senior staff:

- Undertake responsibility for PPA sessions
- Undertake responsibility for school displays
- Undertake appropriate planning and preparation of lessons and courses for individuals, groups and whole classes.
- Deliver agreed lessons and learning experiences to individuals, groups and whole classes as required.
- Assess the development, progress and attainment of pupils.
- Report on the development, progress and attainment of pupils to the responsible teacher as appropriate.
- Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children/young people, including those pupils with special educational, physical or emotional needs.

JOB RESPONSIBILITIES AND TASKS MAY INCLUDE SOME OF THE FOLLOWING:

1. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans for individuals, groups of pupils or a whole class as appropriate.
2. Implement agreed learning activities/teaching programmes using strategies in a liaison with the teacher, to support pupils to achieve learning goals.
3. Monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievements against pre-determined learning objectives.
4. Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters.
5. Establish productive working relationships with pupils providing feedback to them in relation to progress and achievement.
6. Manage, prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.

7. Undertake supervision and discipline of pupils within the procedures of the school/service, providing feedback to pupils.
8. Promote pupil independence in learning, social and mobility skills and employ strategies to recognize and reward achievement of self-reliance.
9. Ensure that pupils are able to safely use equipment and materials provided.
10. Provide support for local and national learning strategies e.g. Literacy, Numeracy, KS3, Early Years.
11. Support the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
12. Liaise sensitively and effectively with other professional staff and when reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
13. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and pupil progress.
14. Assist the teacher in monitoring and analysing record of pupil's progress.
15. Utilise ICT in learning activities and develop pupils' competence and independence in its use.
16. Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of pupils which may include:
 - assistance with the personal hygiene routines, e.g. toilet training, changing or incontinent children, dressing and undressing;
 - the changing of soiled clothing and its disposal in an appropriate way;
 - assisting with children's injuries and, where appropriately qualified administering first aid;
 - assist with the administering of medicines under the direction of **the appropriate medical staff**
 - assist with the identification and monitoring of children's general health and welfare.
17. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
18. Support and contribute to the overall ethos/work/aims of the school.
19. Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime.
20. Assist with group/whole class activities within and away from the classroom/school, such as PE, swimming, educational visits.
21. Participate in personal and professional development activities to meet the changing demands of the job and encourage and support other staff in their development and training.
22. Attend and participate in relevant meetings as required.
23. Assist in the supervision, training and development of volunteer helpers, students or other staff in the classroom.

24. Any other duties and responsibilities within the range of the salary grade.

The Trust is committed to safeguarding children and promoting children's welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred-list check.

The Trust will take all reasonably practicable steps to ensure the health, safety and welfare of all employees and any other person that enter the school or are affected by the activity undertaken, in line with statutory compliance. All employees are required, to adhere to the Trust's policies and procedures to protect themselves and others around them. Health and safety does not stand alone; it is embedded into daily practice, in line with relevant health and safety legislation, safeguarding and Ofsted requirements.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Trust's Equal Opportunities Policy.

In accordance with the GDPR UK regulations, duties which include processing of any personal data must be undertaken within the scope of the Trust's Data Protection policy.

Responsible to: Year Group Leader

Alderman's Green Primary School

Person Specification – Higher Level Learning Support Assistant Grade 4

Area	Essential	measured by:
Knowledge:	An understanding of the needs and characteristics of children.	Job Application and Interview
	An awareness of the difficulties likely to face children with special needs and English as an additional language	
	A good understanding of the EY/National Curriculum	
	An understanding of child development and the way children learn	
	An understanding of the role adults play in children's learning.	
	An understanding of equal opportunity issues and an awareness of what this involves, e.g. being able to communicate with people from minority groups, people with disabilities.	
Skills:	To be able to effectively lead a whole group/ class of children in their learning	Interview
	Skilled in maintaining good relationships	
	To communicate clearly in speech and writing.	
	To have competency skills in numeracy and literacy, e.g. to be able to spell, punctuate correctly, etc.	
	To have good organisational skills.	
	To be able to explain tasks simply and clearly.	
Abilities:	To be able to support Learning Support Assistants in their development.	Interview
	To assist children on an individual basis but also as part of a team.	
	To be able to support children who are ill or need toileting.	
	To be able to deal with tasks such as toilet accidents.	
	To be able to deal with situations calmly and efficiently.	
	To be able to assist or organise classroom and equipment set up.	
	To be able to accept authority and supervision and respond appropriately.	
	To be able to conduct yourself in a professional manner at all times – acting as a role model to children and other members of staff through your actions.	
To demonstrate a friendly but firm manner and to engage effectively with children		
Educational Achievements	Holds a recognized and relevant qualification for an HLSA or is able to meet the standards attached. GCSE Grade C or equivalent in English and Maths essential	Form
Experience:	Experience of working with children in a school setting is essential	Interview
Special Requirements:	This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment	

Reviewed June 22