

Job Title:	Learning Support Assistant	Job Number:	
Directorate:	Children Learning & Young People	Post Number:	
Service:		Grade:	3
Location:	Manor Park Primary School		

Area	Description
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Knowledge:	<ul style="list-style-type: none"> An understanding of the needs and characteristics of young children.
	<ul style="list-style-type: none"> An understanding of child development and the way in which children learn.
	<ul style="list-style-type: none"> An understanding of the roles played by various adults in children's education.
	<ul style="list-style-type: none"> An understanding of equal opportunities issues and an awareness of what this involves e.g. being able to communicate with people from minority groups, people with disabilities.

Skills and Abilities:	<ul style="list-style-type: none"> Work with the class teacher and/or other professional staff for the hours required in order to assist in the development and implementation of practical strategies or ideas to achieve set objectives, including work with information technology.
	<ul style="list-style-type: none"> Able to work on an equal opportunities basis with pupils in a multicultural setting.
	<ul style="list-style-type: none"> To assist children on an individual basis, as part of a small group and also to work as part of a team.
	<ul style="list-style-type: none"> To be able to explain and re-iterate tasks simply and clearly.
	<ul style="list-style-type: none"> To be supportive and caring, handling situations with patience and sensitivity
	<ul style="list-style-type: none"> To have competency skills in numeracy and literacy.
	<ul style="list-style-type: none"> To assist pupils in developing abilities in all areas of the curriculum.
	<ul style="list-style-type: none"> Be able to lift/carry pupils and materials.
	<ul style="list-style-type: none"> Able to make and maintain teaching aids and equipment.
	<ul style="list-style-type: none"> Follow laid down procedures for the storage of equipment and materials.
	<ul style="list-style-type: none"> Able to act as a carer to sick children.
	<ul style="list-style-type: none"> Able to deal with tasks such as toileting, toilet accidents and vomiting.
	<ul style="list-style-type: none"> Able to undergo training in First Aid as required.
	<ul style="list-style-type: none"> To supervise and control children and adhere to defined standards.
	<ul style="list-style-type: none"> Able to accept authority and supervision and respond appropriately.
	<ul style="list-style-type: none"> To work with guidance but under limited supervision.
	<ul style="list-style-type: none"> To liaise and communicate effectively with others in respect of the duties of the post and to give and provide information and instructions, whilst recognising the importance of confidentiality in a school setting.
	<ul style="list-style-type: none"> To have good organisational skills e.g. assist in the organisation of classroom activities, events and trips.
	<ul style="list-style-type: none"> Be able to offer personal skills e.g. using a computer, art, craft, music.
	<ul style="list-style-type: none"> Be willing to be involved in professional development and to attend courses/undergo training.

Experience:	<ul style="list-style-type: none"> • Previous experience as a teaching assistant working with young children within a school environment preferred. Other – with young children e.g. as a parent, voluntary work such as Brownies, Cubs, play schemes, playgroups, crèches, dining room assistant.
Educational:	<ul style="list-style-type: none"> • NVQ Level 3 (Teaching Assistant or equivalent) • EYFS NVQ3 in Early Years and Childcare or equivalent required • Good literacy and numeracy skills equivalent to NVQ2 or GCSE (A-C grades) in English and maths plus a good basic education.
Special Requirements:	<ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.

Date Reviewed:

Updated: