

**Job Description and Person Specification**  
**Learning Support Assistant Grade 3**

36.25 hours per week – term time plus teacher training days (39 weeks)

Salary: Actual: £16,305.20 - £16,691.55 (pay award pending)

**Job Purpose**

To work as part of a team to:

- Promote high quality learning for all children;
- Provide care and supervision of children;
- Foster and support children to participate in the full life of the school;
- Help children to become independent learners;
- Raise attainment.

**Job Description**

**Teaching and Learning**

- In liaison with the teacher, use strategies to support children to achieve their learning goals.
- Provide support for local and national learning strategies e.g. Primary Strategy, Literacy, Numeracy, Early Years.
- Support the use of technology in learning activities and develop children's competence and independence in its use.
- Establish constructive relationships with children providing feedback to them in relation to progress and achievement.
- Assist with the implementation of SEN Plans and Intervention and programmes designed by other professionals such as educational psychologists and speech and language therapists.
- Support and contribute to the overall ethos, work and aims of the school.
- Assist with group activities within and away from the classroom and school, such as PE, swimming and educational visits.

**Planning and Assessment**

- Assist the teacher with the planning of learning activities in the classroom, preparing or modifying work for individuals or groups of children.
- Assist the teacher with the administration of assessment for and of learning.
- Assist the teacher in liaising with other professionals and reporting information to and from parents/carers
- Contribute to meetings to discuss a specific child's progress as appropriate.

**Resource Management**

- Prepare and maintain equipment and teaching resources for lessons and activities making effective use of other support staff in school, e.g. The Resource Manager
- Prepare/clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of children's work.

**Care and Guidance**

- Undertake supervision and behaviour management of children following the procedures of the school. Provide detailed and regular feedback as appropriate.
- Promote children's independence in learning, social and mobility skills.
- Reinforce the children's self esteem through praise and encouragement.
- Ensure that children are able to safely use equipment and materials provided.
- 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.
- Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime.

- Assist at an appropriate level, and within the school's protocols, with the provision of general care and welfare of pupils which may include:
  - assisting with the personal hygiene routines, e.g. toilet training, changing of 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;
  - assisting with the administering of prescription medicines under the direction of the headteacher;
  - assisting with the identification and monitoring of children's general health and welfare.

#### **Continuing Professional Development**

- 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.
- Attend and participate in relevant meetings as required.
- Assist the teacher in supporting volunteer helpers or students in the classroom.

#### **The post holder must comply with the school Health and Safety Policy and in particular is required:-**

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**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.

Area	Essential	Criteria will be measured by:
<b>Knowledge:</b>	An understanding of the needs and characteristics of children.	Job Application and Interview
	An awareness of the difficulties likely to face pupils with special needs.	
	Some 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.	
<b>Skills:</b>	Skilled in maintaining good relationships	Interview
	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.	
	To be supportive, patient and caring.	
<b>Abilities:</b>	To assist children on an individual basis but also as part of a team.	Interview
	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 move equipment if necessary.	
	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 our children through your actions. To demonstrate a friendly but firm manner and to engage effectively with children	

<b>Educational Achievements</b>	Holds a recognized and relevant qualification at NVQ Level 3 (or equivalent). GCSE Grade C or equivalent in English and Maths essential	Job Application
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<b>Experience:</b>	Experience of working with children in a school setting is essential	Job Application and Interview
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<b>Special Requirements:</b>	This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment	
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