

<b>Job Title:</b>	Learning Support Assistant	<b>Job Number:</b>	
<b>Directorate:</b>	Coventry City Council	<b>Post Number:</b>	
<b>Service:</b>		<b>Grade:</b>	3
<b>Location:</b>	Manor Park Primary School		

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>An understanding of the needs and characteristics of young children.</li> </ul>
	<ul style="list-style-type: none"> <li>An understanding of child development and the way in which children learn.</li> </ul>
	<ul style="list-style-type: none"> <li>An understanding of the roles played by various adults in children's education.</li> </ul>
	<ul style="list-style-type: none"> <li>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.</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to work on an equal opportunities basis with pupils in a multicultural setting.</li> </ul>
	<ul style="list-style-type: none"> <li>To assist children on an individual basis, as part of a small group and also to work as part of a team.</li> </ul>
	<ul style="list-style-type: none"> <li>To be able to explain and re-iterate tasks simply and clearly.</li> </ul>
	<ul style="list-style-type: none"> <li>To be supportive and caring, handling situations with patience and sensitivity</li> </ul>
	<ul style="list-style-type: none"> <li>To have competency skills in numeracy and literacy.</li> </ul>
	<ul style="list-style-type: none"> <li>To assist pupils in developing abilities in all areas of the curriculum.</li> </ul>
	<ul style="list-style-type: none"> <li>Be able to lift/carry pupils and materials.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to make and maintain teaching aids and equipment.</li> </ul>
	<ul style="list-style-type: none"> <li>Follow laid down procedures for the storage of equipment and materials.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to act as a carer to sick children.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to deal with tasks such as toileting, toilet accidents and vomiting.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to undergo training in First Aid as required.</li> </ul>
	<ul style="list-style-type: none"> <li>To supervise and control children and adhere to defined standards.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to accept authority and supervision and respond appropriately.</li> </ul>
	<ul style="list-style-type: none"> <li>To work with guidance but under limited supervision.</li> </ul>
	<ul style="list-style-type: none"> <li>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.</li> </ul>
	<ul style="list-style-type: none"> <li>To have good organisational skills e.g. assist in the organisation of classroom activities, events and trips.</li> </ul>
	<ul style="list-style-type: none"> <li>Be able to offer personal skills e.g. using a computer, art, craft, music.</li> </ul>
	<ul style="list-style-type: none"> <li>Be willing to be involved in professional development and to attend courses/undergo training.</li> </ul>

<b>Experience:</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Educational:</b>	<ul style="list-style-type: none"> <li>• NVQ Level 3 (Teaching Assistant or equivalent)</li> <li>• EYFS NVQ3 in Early Years and Childcare or equivalent required</li> <li>• Good literacy and numeracy skills equivalent to NVQ2 or GCSE (A-C grades) in English and maths plus a good basic education.</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li> </ul>

**Date Reviewed:**

**Updated:**