



Job Description Learning Support Assistant

Post Title :	Learning Support Assistant
Salary:	Band 2 to midpoint
Contract:	Permanent (term time only)
Purpose :	<ul style="list-style-type: none"> • To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures. • Working with individuals or small groups of children under the direction of teaching staff • Support students with activities which promote literacy and numeracy skills
Reporting to:	Senior Leadership Team, SENCO, Programme Leaders
Liaising with:	Teaching staff, support staff, Headteacher, students
Communications:	<ul style="list-style-type: none"> • To ensure efficient communication with relevant staff members within the school.
Duties:	<ul style="list-style-type: none"> • Establish positive relationships with students supported • To liaise with Head of Learning Support to inform, review documentation with an emphasis on student learning and progress • Support the use of ICT in the classroom and develop students' competence and independence in its use • Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to students' responses as appropriate • Promote positive pupil behaviour in line with school policies and help keep students on task • Interact with, and support students, according to individual needs and skills • Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources • To participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour • Monitor and record student activities as appropriate writing records and reports as required • To support learning by arranging/providing resources for lessons/activities under the direction of the teacher • Assist with the development and implementation of targets. • To attend to students' personal needs including help with social, welfare, physical and health matters, including minor first aid. • To assist with the preparation, maintenance and control of stocks of materials and resources • Liaise with other staff and provide information about students as appropriate • To supervise students for limited and specified periods including break-times when the post holder should facilitate games and activities • To assist with escorting students on educational visits
Additional Duties:	<ul style="list-style-type: none"> • To understand and apply school policies in relation to health, safety and welfare • Attend relevant training and take responsibility for own development • Attend relevant school meetings as required • To respect confidentiality at all times • To participate in the performance and development review process, taking personal responsibility for identification of learning, development

	<p>and training opportunities in discussion with line manager.</p> <ul style="list-style-type: none"> • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. • The duties above are neither exclusive or exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade
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PERSON SPECIFICATION

	Essential	Desirable
Knowledge/Qualifications		
Educated to NVQ Level 3 or equivalent		*
GCSE Maths & English Grade C and above	*	
Experience		
Experience of using the Sims database		*
Experience of administrative work in a busy school environment		*
Experience of working with children	*	
Skills		
Good organisational skills	*	
Effective behaviour management	*	
An ability to demand high expectations	*	
Ability to work independently and be a team player	*	
The ability to meet deadlines	*	
Good Communication and ICT Skills	*	
Behaviour & other related characteristics		
Take initiative	*	
Is self-motivated	*	
Work in ways that promote equality of opportunity, participation, diversity and responsibility	*	
A commitment to abide by and promote The Deanes School Equal Opportunities, Health and Safety and Child Protection Policies	*	
A commitment to the ethos and values of The Deanes School	*	
To display a responsible and co-operative attitude to working towards the achievement of The Deanes School's aims and objectives	*	
An ability to respect sensitive and confidential work	*	
Commitment to own personal development and learning	*	
The post holder will require an enhanced DBS	*	

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