

## **Job Description: Learning Support Assistant**

### **Essential requirements for all staff at The King's School:**

- Honour God in your professional duties.
- Demonstrate a commitment to the development of your personal Christian faith.
- Act at all times as an ambassador for the school in a manner which upholds its Christian values and ethos.
- Encourage the pupils to grow in wisdom, stature and favour with God and man.
- Hold high expectations for the whole school community, building upon positive relationships and attitudes towards pupils, colleagues, parents, governors, and members of the local community.
- Set high expectations for pupil behaviour through positive and productive relationships
- Take an active role in the school's pastoral care of pupils, safeguarding and promoting their welfare.
- Be familiar with, support and reinforce the aims, ethos, policies and procedures of the School.
- Attend all calendared meetings as required.
- Have regard to the Staff Handbook and Code of Conduct which form part of your contract
- Recognise that duties of a post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- Carry out such other duties as may reasonably be assigned by the Headteacher.

### **Job Purpose:**

Working under the general supervision and direction of the SENCo and class teacher, to plan and implement learning activities for individuals and groups. To monitor pupil progress and provide feedback to class teachers. To establish supportive and constructive relationships with pupil's parents and carers. To provide short term cover for classes when the class teacher is currently unavailable.

## **Areas of responsibility and key tasks:**

### **Support for pupils:**

- Under the general supervision and direction of SENCo or class teacher to implement learning activities for individuals and groups of pupils.
- Develop positive relationships with pupils to promote pupil progress, attainment and independence.
- Assist in the devising of pupil's individual targets and their monitoring and review
- Promote the inclusion and acceptance of all pupils.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the SENCo and class teacher.
- Help pupils make progress in a range of classroom settings including working with individuals, groups or whole classes where the assigned teacher is not present.
- Support teachers in selecting and preparing teaching resources that meet the pupil's needs and interests.
- Liaise with the class teacher and plan complementary learning activities or differentiate existing class learning activities.
- Support pupils with their learning using digital resources, devices and online platforms.

### **Support for teachers:**

- Monitor and record pupil progress and developmental needs
- Produce relevant classroom resources
- Undertake classroom administrative tasks including the maintenance of records.
- Assist in pupil supervision and assist in the management of pupil behaviour.
- Provide short term cover for classes.
- Provide information to the class teacher to assist in the planning of work programmes.
- Assist in the arrangements for out of school learning including remote digital learning from home.
- Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils' work.

### **Support for the school:**

- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- Attend and participate in relevant meetings and training as required.
- Assist with the supervision of pupils out of lesson times, including breaktimes and lunchtimes.

## Person Specification: Learning Support Assistant

<b>Personal Attributes required (on the basis of the job description)</b>	<b>Essential (E) or Desirable (D)</b>	<b>To be identified by: (eg application form, interview, reference etc)</b>
<b>Qualifications</b>		
GCSE or equivalent in English and Maths	E	Application form
NVQ Level 2 or above qualification appropriate to the post (or equivalent)	E	Application form
<b>Experience</b>		
Experience of working with or caring for children of relevant age	D	Application Form/Interview
Experience of working in a relevant classroom/service environment	D	Application Form/Interview
Experience of administrative work	D	Application Form/Interview
Experience of supporting pupils with challenging behaviour	D	Application Form/Interview
<b>Knowledge/Skills/Abilities</b>		
Ability to relate well to children	E	Interview
Ability to work as part of a team	E	Interview
Good communication skills	E	Interview
Ability to supervise and assist pupils	E	Interview
Knowledge of the concept of confidentiality	E	Interview
First Aid Certificate	D	Application Form
Ability to make effective use of ICT	E	Application Form
Flexible attitude to work	E	Application Form/Interview
<b>Other</b>		
Commitment to undertake in service development	E	Application Form/Interview
Commitment to safeguarding and protecting the welfare of children and young people	E	Application Form/Interview
An active Christian faith	E	Application Form/Interview