

ST EDMUND ARROWSMITH CATHOLIC CENTRE FOR LEARNING

Job Description

Learning Support Assistant

POST TITLE	Learning Support Assistant
Post Reference:	JD 16.52
Grade:	Teaching Assistant: Level 3 (F)
Responsible to:	SENCO/Assistant Principal: Personal Development, Behaviour & Welfare
Details:	46 weeks per year, 30 hours per week

MAIN PURPOSE

To work with and supervise individuals and groups of children under the direction of the SENCO. Inclusive of specific individual learning needs, enabling access to learning for all students and assistance and support in the classroom, in classroom management and behaviour techniques and providing specialist support to learners within school and beyond in off-site learning opportunities.

The post holder will be expected to fulfil and uphold the school's mission statement.

MAIN DUTIES

Support for Students

Use skills/training/experience to support students (e.g. curricular, SEN/D, behaviour, EAL, students with a significant visual impairment, signing with hearing impaired students, work based and alternative curriculum students) within the school setting and beyond

Assist with the development and implementation of Individual Education Plans and Education Health Care Plans.

Establish good working relationships with students acting as a role model and setting high expectations.

Encourage students to interact with others and engage in activities led by the teaching staff and/or SENCO.

Provide specific support to students' dependent upon their individual needs ensuring their safety in school and on placement whilst supporting access to learning activities.

Promote inclusion and acceptance of all students.

Promote students' self-esteem and independence, employing strategies to recognise and reward achievement within established school procedures supporting the school's reward systems.

Provide feedback to students in relation to progress and achievement under the guidance and direction of the teaching staff, SENCO.

Respond to students who may become ill and to emergencies in the most appropriate manner and in accordance with established school procedure.

Deal with the personal care and comfort of students, as required, in relation to welfare, health, hygiene, toileting, dressing, feeding, mobility and administering of medicines.

Support in the classroom

Establish and maintain an appropriate learning environment under the supervision of teaching staff or SENCO and off-site providers.

Liaise between students, parents, carers, school staff and off site providers to support student progress and attendance.

Contribute to lesson/learning, planning, evaluating and adjusting lessons/work plans as appropriate.

Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.

Provide objective and accurate feedback and reports as required, to teaching staff and/or SENCO on student achievement, attendance, progress and other matters, ensuring the availability of appropriate evidence.

Be responsible for keeping and updating records in agreed format, contributing to reviews of systems/records as requested.

Undertake marking of designated students' work against an agreed marking scheme under the direction of the teaching staff.

Liaise sensitively and effectively with parents/carers as agreed with teaching staff within role/responsibility and participate in feedback sessions/meetings with parents/carers under the supervision of teaching staff.

Administer and assess routine tests, accurately recording achievement/attendance/progress or act as an amanuensis and invigilate exams/tests as directed.

Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents and encouraging students to take responsibility for their own behaviour in line with established school policy.

Establish constructive relationships with parents/carers.

Assist with the display of children's work in various departments.

Provide clerical / administrative support (e.g. photocopying, word processing, filing, collecting money etc.)

To be involved in the planning, development and implementation of programmes of support for students with special educational needs in school and beyond in work placement environments.

Contribute to the review of students' needs.

Escort students as necessary and assist in movement around the school or beyond in their work placement.

Assist in the development and implementation of appropriate behaviour management strategies.

Support for the Curriculum

Support the delivery of agreed learning activities/learning programmes, adjusting activities according to students' learning styles and individual needs particularly for students on alternative curriculum pathways and work based learners.

Support the delivery of literacy/numeracy programmes, effectively utilising all alternative learning opportunities to support extended development.

Support the use of ICT in learning activities and develop students' competence and independence in its use.

Determine the need for, prepare and maintain general and specialist equipment and resources.

Assist students to access learning activities through specialist support e.g. curriculum/SEND specialism, Behaviour management, translation signing.

Support for the School

Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference and ensure all students have equal access to opportunities to learn, develop and feel valued, respecting their social, cultural, linguistic, religious and ethnic background.

Contribute to the school's Catholic ethos, aims and school improvement plan.

Establish constructive relationships and communicate with other agencies/professionals, in liaison with the English department, to support achievement and progress of students.

Work as part of a team appreciating and supporting the role of other people in the team.

Attend and participate in English department meetings as required.

Assist with the planning, management and supervision of opportunities for students to learn in out of school contexts and on educational visits, including before and after school, if appropriate, and within working hours including health & safety & risk assessments.

Undertake personal development through training and other learning activities including performance management as required.

Accompany teaching staff and students on visits, trips and out of school activities as required.

Establish own best practice and use to support others.

To support and administer the school's reward and incentive programme

Note This is not a comprehensive list of all the tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

Personal Attributes

Communication & Influence

Communicates in a clear, accurate and succinct manner to delivering information to the right person ensuring they understand the message. Ensures that method of communication is appropriate to achieve the required result. Provides factual information as requested or re-directs requests to a more appropriate person.

Team working

Acts in a manner consistent with team goals, standards and values, actively co-operating with colleagues in own area. Maintains open and honest relationships with colleagues and shows sensitivity to the needs and feelings of others. Actively listens to take account of others' views and opinions. Works with the team to generate solutions and reach consensus.

Organisational Awareness

Demonstrates a broad knowledge of the school's activities and how they contribute to the school's performance as a whole. Is able to describe the current activities in their area and whole school developments. Demonstrates how own job performance contributes to the school's vision.

Adaptability

Responds positively to the change process. Helps others to understand the need and reasons for change. Effectively implements new ideas and methods to adapt working practices. Helps plan, develop, set up and monitor systems and processes to effect change. Challenges conventional thinking and existing practices.

Use of technology

Is able to use and understands the purpose of information communication technology (ICT) and has the ability to search for and extract information from a range of technology. Adapts data according to particular needs and presents it appropriately.

Professional values and Practice

Demonstrates high expectations for all students.

Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners.

Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.

Ability to improve own practice through observations, evaluation and discussion with colleagues.

Experience & Knowledge

Minimum 2 years' experience working with and or caring for children of relevant age/subject area, in an educational setting.

Understanding and working knowledge of national/foundation stage curriculum and other learning programmes (within specified age range/subject area) e.g. knowledge of core subject areas etc.

Understanding and working knowledge of principles of child development, learning styles and independent learning.

Understanding of inclusion, especially within a school setting.

Experience of resource preparation to support learning programmes.

Ability to relate well to children and adults.

Qualification & Training

Level 2 qualification or equivalent in Maths/numeracy and English/literacy.

Relevant Level 3 qualification or equivalent in Teaching Assistance/Early Years.

Willingness to attend/complete a Teacher Assistant Induction Programme.

Training in relevant learning strategies e.g. literacy and/or particular curriculum or learning e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.

Willingness to undertake appropriate H&S, educational visit and first aid training.

Date Issued:

Line Manager Signature:

Employee Signature:
