

## JOB DESCRIPTION.



**Whitefield**  
Academy Trust

**Job title:** Learning Support Assistant, Level 1.

**Responsible to:** Classroom Teacher.

**Job Purpose:** - To work as part a team under the direction of the class teacher to ensure that all children and young people in the class are supported to enjoy school and make the best possible progress

**All staff are expected to do everything they can to protect the children and young people from harm and to make the learning environment safe.**

### **Main responsibilities and duties.**

#### **1. Support for pupils**

- 1.1 Support pupils to engage in learning activities, adapt tasks for individuals and assist them to make progress.
- 1.2 Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- 1.3 Supervise and support pupils ensuring their safety and access to learning in a clean and tidy environment.
- 1.4 Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- 1.5 Promote the inclusion and acceptance of all pupils.
- 1.6 Encourage pupils to interact with others and develop positive relationships.
- 1.7 Encourage pupils to act independently as appropriate.
- 1.8 Learn and use safe systems for moving and handling and physical interventions as appropriate.

#### **2. Support for teacher**

- 2.1 Prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils' work.
- 2.2 Be aware of pupil progress/achievements and report observations to the teacher in an agreed format.
- 2.3 Contribute to record keeping as requested.
- 2.4 Support the teacher in helping pupil to manage their behaviour, reporting observations as appropriate.
- 2.5 Supporting a positive home-school relationship, by sharing information with parents and carers
- 2.6 Provide clerical/administrative support e.g. photocopying, filing, collecting money etc.

#### **3. Support for the curriculum**

- 3.1 Use strategies, as directed by the teacher, to help pupils to achieve learning goals in all areas of the curriculum.
- 3.2 Adapt strategies and approaches to meet pupils individual needs.
- 3.3 Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

#### **4. Support for the school**

- 4.1 Be aware of and comply with policies and guidelines relating to safeguarding and child protection, e safety and the use of social media, reporting all concerns to an appropriate person.
- 4.2 Be aware of and comply with policies and procedures relating to health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 4.3 Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop
- 4.4 Contribute to the overall ethos/work/aims of the School as set out in its Code of Ethics.
- 4.5 Appreciate and support the role of other professionals;
- 4.6 Attend relevant meetings as required;
- 4.7 Participate in training and other learning activities and performance development as required;
- 4.8 Complete Level 1 of Whitefield's Learning Support and Teaching Assistants' Progression Scheme within 3 years of permanent appointment;
- 4.9 Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime;
- 4.10 Accompany teaching staff and pupils on educational visits and out of school activities. Accompany individual pupils on a one-to-one basis, locally, if required.

September 2016

## Learning Support Assistant, Level 1.

### PERSON SPECIFICATION

#### **1. Experience**

- 1.1 Working with or caring for children of relevant age

#### **2. Qualifications**

- 2.1 No formal qualifications are required

#### **3. Knowledge, Skills, Abilities and Aptitude**

- 3.1 Ability to speak and write clearly, and use functional maths in order to support children.
- 3.2 Ability to relate well to children and adults.
- 3.3 Commitment to working constructively as part of a team, understanding classroom roles and responsibilities and their own position within these.
- 3.4 Use of basic technology e.g. PCs, computer, photocopier, tablets.
- 3.5 Appropriate knowledge of first aid, health and safety.
- 3.6 Fitness for the physical, emotional, social and intellectual demands of the job.
- 3.7 Willingness to complete Level 1 of Whitefield's Progression Scheme.
- 3.8 Readiness to participate in development and training opportunities, either working towards NVQ2 for Teaching Assistants or building up equivalent experience.
- 3.9 Willingness to obtain qualifications for one or more of the following: swimming lifeguard, first aid, minibus driving, and specific skills for meeting SEN (e.g. signing).