



Alfred Sutton Primary School

Job Description

Post Title: Learning Support Assistant, Level 2

Hours: as per contract

Responsible to Head Teacher, Unit Leader, Class Teacher, SENCo

RG3M Scale points 5-11 Gauge Code: T1184

Main Purpose of post

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Main Duties and Responsibilities

Support for Pupils

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Assist pupils to acquire and develop self-help skills, including toileting and personal hygiene.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher and in line with school guidelines and policy.
- Support children who demonstrate challenging behaviour in a therapeutic and nurturing manner.
- Lunchtime club provision as and when necessary.

Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Provide detailed and regular feedback to teachers on pupil achievement, progress, concerns, etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers
- Provide clerical/admin. Support, e.g. photocopying, typing, filing, money, etc.

Support for the Curriculum

- Undertake programmes linked to local and national learning strategies, e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
 - Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
 - Contribute to the overall ethos/work/aims of the school.
 - Appreciate and support the role of other professionals.
 - Attend and participate in relevant meetings as required.
 - Participate in training and other learning activities and performance development as required.
 - Assist with the supervision of pupils out of lesson times, including at lunchtime if asked to do so, paying particular attention to the needs of vulnerable children and the behaviour of all children.
 - Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
 - Carry out any reasonable duties as required by the Headteacher.
- **Health and Safety: Level 1/2 responsibility**

Gateway Criteria

Support for Pupils

- *To mark pupils' work in line with school guidelines and policy*
- *Use strategies, in liaison with the teacher, to support pupils to achieve learning goals*

Support for Teachers

- *Assist with the planning of learning activities and accurately record achievement/progress as directed.*
- *Administer routine tests and invigilate tests and undertake routine marking of pupils' work.*

Support for the Curriculum

- *Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses in liaison with the teacher.*

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Criminal Records Disclosure will be sought from the successful candidate.



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Learning Support Assistant (Level 2) – Person Specification



We expect all staff and volunteers to share our commitment to safeguarding and promoting the welfare of children. An Enhanced Criminal Records Disclosure will be sought from the successful candidate.

Statutory	Person Specification Requirements
An up to date working knowledge of KCSIE Part One, September 2019 GDPR Prevent Duty	Clear understanding of safeguarding procedures Secure working knowledge of statutory safety requirements of in-school roles and up to date training/certification incl. Health and Safety (Level 1 and 2), or willingness to undergo relevant training NVQ Level 2, or equivalent knowledge or experience
Curriculum knowledge	
Strong maths and English knowledge and skills that can translate to moving pupils forward in their learning	Academic/career record of strong maths and English subject knowledge and skills Ability to pitch teaching at a level that meets pupil needs
Teaching pedagogy	
Form mutually respectful relationships with pupils Provide targeted support to close attainment gaps Use teaching time effectively	Ability to interact enthusiastically, positively and productively with pupils, promoting pupil participation, engagement and independence High behavioral and academic expectations that inspires and motivates pupils
Personal qualities	
Act as a role model across all areas of professional life Strong commitment to teamwork with staff to promote the best pupil outcomes Ability to act on own initiative to enhance provision Strong, open communicator	Commitment to teamwork and maintaining a positive, clear professional dialogue to promote the best pupil outcomes Dedication to using every opportunity to enhance provision
Pupil welfare	
Ensure pupils flourish through an inclusive approach that meets individual needs	Clear understanding of best practice, balancing inclusion and meeting individual needs in a school context
Assessment for learning	
Provide targeted feedback to pupils and teachers to assess/quality assure learning	An understanding of the importance of assessment for learning