**Job Description: Learning Support Assistant Level 1**

**Reporting to:** Class teacher

**Salary**: Scale 3 sp.pt 14-17

Actual: £16,972.60 to £17,357.40

**Hours:** 35.5 per week (typically 8.30am - 4.30pm)

Working 39 weeks of the year

**Duration:** Full time and permanent subject to satisfactory 6 months’ probationperiod

**Purpose of the Job**

* The Learning Support Assistant is responsible to the Headteacher for supporting children within classrooms, supporting the class teacher and supporting the work of the school.
* The Learning Support Assistant will be responsible for carrying out the duties of the post with regard to the Local Authority’s and school’s equal opportunities policies and shared values.
* The Learning Support Assistant will work with the class teacher who is the first line manager.

**Hours**

* The Learning Support Assistant shall work a number of hours determined by the Headteacher and specified within their contract of employment. The hours may be changed as the needs of the school change.
* All Learning Support Assistants are required to do playground duties and are entitled to 45 minutes break for lunch. At times these breaks may be shortened if circumstances require.
* Additional hours worked will accrue time off in lieu or overtime at plain time at the discretion of the Headteacher. Time off in lieu is to be arranged to minimise disruption to children’s learning.

**Specific Accountabilities**

* To work with children providing help and guidance in class, in a group or with individuals.
* To work under the guidance of the class teacher, at all times respecting the ethos of the classroom and the school.
* To contribute ideas and expertise to planning and review of lessons and activities for the class, a group or individual child.
* To use one’s own initiative in adapting and following up work for children whilst understanding that the class teacher retains responsibility for learning.
* To discuss with the class teacher any matters of concern, which arise for or from any child or children.
* To communicate with a child’s parents/ carers having obtained permission from the class teacher, Inclusion Leader or Headteacher as appropriate.
* To develop a positive and professional relationship with children in order to promote their progress both socially, emotionally and academically using praise and positive reinforcement at all times.
* To promote good behaviour at all times. Take shared responsibility for ensuring that all children’s behaviour is well managed to support learning and the well-being of all children and adults in school, using praise and positive reinforcement wherever possible.
* To help to support the safety, security, comfort and well-being of children throughout the school.
* To attend external and internal training and staff development opportunities in order to develop new skills and keep abreast of new developments.
* To help make, maintain and organise resources for learning including practical equipment and quality displays.

**Support for individual pupils within the classroom**

1. Attend to the pupil’s personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
2. Assist with the development and implementation of individual education and personal care plans.
3. Supervise and support him/her ensuring their safety and access to learning.
4. Establish a good relationship with the pupil and be aware of and respond appropriately to his / her individual needs in accordance with school policies.
5. Promote the inclusion and acceptance of the pupil.
6. Encourage the pupil to interact with others and engage in activities led by the teacher
7. Encourage the pupil to act independently as appropriate.
8. Be proactive, resourceful and creative in identifying, developing and responding to opportunities which will encourage the pupil’s learning and development.

**General School Maintenance**

All staff at Randal Cremer School contribute to the efficiency, organisation and success of the school. For Learning Support Assistants this relates in particular to:

1. Taking responsibility for organising and maintaining a quality learning environment following the agreed protocol for the maintenance of a quality learning environment. Copies of this are on display around the building.
2. Carrying out minor repairs of equipment or referring to the premises officer(s) or school office to organise for the repairs to take place.
3. Using any specific skills or expertise where possible, for example skills in ICT, sewing, literacy, art... and to take on additional responsibilities at the request of the Headteacher
4. To carry out reasonable requests by the Headteacher

**Person Specification**

**Experience**

* working in a primary school or other education setting supporting learners
* working with a very diverse range clients / customers
* How equality of opportunity can be supported and promoted through this post
* using ICT confidently
* How to support children’s development in literacy and maths
* How to promote the school as a learning organisation
* Elementary first aid procedures (desirable but not essential

**Qualifications/Training**

* Level 2 Award in Support Work in Schools or equivalent
* Level 2 Certificate in Supporting Teaching and Learning in Schools or equivalent
* Maths and English GCSE Grade C or higher preferred

**Practical Skills**

* regularly use ICT
* Very good literacy and numeracy skills
* use and contribute to the school website
* keep themselves and colleagues fully informed about day to day organisation and school matters, longer term plans and events affecting the school and its community

**Personal Qualities and Attributes**

* communicate clearly orally and in writing
* spell very accurately and write legibly
* carry out calculations using the four rules of number (at least GCSE standard)
* work flexibly and to recognise the specific demands of a school environment
* Work as part of a team and independently
* take initiative, identify and solve problems
* deal sensitively and effectively with people
* find and use relevant information and refer to appropriate sources of information
* respond appropriately to children in a school environment
* understand, abide by, contribute to and promote all school policies

**Physical**

* To be mobile and to move quickly and easily around school including using playground steps and negotiating small furniture and fast- moving small children
* Generally candidates must meet Hackney requirements for the post

**Commitment To Safeguarding Children**

* To ensure awareness of school policy and procedures re Child Protection.
* To become aware of the signs and symptoms of abuse by attending relevant courses.
* To report all causes for concern to the Child Protection Officer
* To ensure the safety of all pupils in the school learning environment both indoor and outdoor.
* To carry out risk assessments in consultation with the teaching staff prior to activities.