



Job Profile

Learning Support Assistant

1.1 NAME OF POSTHOLDER:

1.2 JOB TITLE: Learning Support Assistant

1.3 JOB PURPOSE:

To provide support for teaching and learning activities in and out of the classroom.

To contribute to the planning and delivery of intervention and learning programmes with individuals or small groups of student depending upon the needs of the students and school.

To assist the teacher in the management of pupils and classroom.

To supervise whole classes when required in the short term absence of a teacher and/or to provide support to teaching staff and students.

To give support for SEND pupils providing particular help for those students with learning difficulties and/or behavioural, social or physical disabilities, as required

1.4 Line Management: Reporting to the SENCO

1.5 Liaising With: Headteacher, leadership team, teachers and support staff, LA representatives, external agencies, parents and visitors to school.

1.6 Salary Scale: Grade 3

1.7 Working Time: 30 hours per week term time only

1.8 DBS Disclosure Wigan LA and the School Governing Body are committed to Safeguarding and promoting the welfare of children. This post is subject to enhanced disclosure procedures.

Job Outline

- Under the direction of the teacher to implement learning activities for individual students and/or small groups.
- To provide specialist support to students with barriers to learning on a one to one basis, in a small group or in or out of the classroom.
- To 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.
- To regularly communicate detailed feedback to the teacher and SENCO.
- To manage the behaviour of students whilst they are undertaking work with them according to their individual needs.
- To promote the inclusion of all pupils.
- To promote independence and resilience of all pupils.
- To assist with the supervision of pupils out of lesson times, including before and after school, lunch and play times as may be reasonably directed.
- To accompany teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as directed by the teacher.
- To work with students on therapy or care programmes that are designed and supervised by a therapist/care assistant.
- To attend to pupils personal needs including toileting, hygiene, dressing, eating and giving minor medical support.
- To support and make use of the schools disciplinary and reward system.
- To undertake exam/test invigilation if required.
- To support the delivery of access arrangements in examinations.
- To support the administration/office function when not required for cover or classroom duty.

Other Specific Duties

- To carry out the duties in the most effective, efficient and economic manner available.
- To continue personal development in the relevant area.
- To participate in the staff review and development appraisal process.
- Targeted Curriculum Support
- General individual/group support for identified pupils in and out of timetabled lessons.
- Contribute to maintaining student records.
- Observe and report of student performance.
- Attend support briefing on designated days.
- Attend staff briefing on designated days.
- Attend Faculty meetings if required and provided this has been budgeted for and agreed with the School Business Manager.
- Attend Staff Inset/Training as directed.
- Participate in a planned Professional Development Programme.
- Participate in scheduled Performance Management Programme.
- To cover for absent colleagues as directed, including 'off site provision' if required.
- To carry out other duties as requested.

Health and Safety Training

To undertake Health and Safety Training on areas within the designated work area.

SIGNATURES / AUTHORISATION

Job profiles are general, rather than explicitly describing any particular role and staff would not necessarily be expected to carry out all of the activities described. However staff may also be expected to undertake some duties which are not detailed in the job profile.

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Governors: Date

Signed Headteacher: Date

Signed Jobholder: Date

Print Name Jobholder: NI No:

**Person Specification /
Selection Criteria
Teaching Assistant
Level 3**



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A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Previous experience of working with children of a relevant age	E		A, I
Experience in delivering interventions to small groups of students.		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
NVQ level 2, or evidence of the equivalent QCF credit value, or equivalent qualification or comparable level of experience	E		A, I
Good standard of numeracy & literacy skills	E		A, I
Willingness to undertake further relevant training	E		I
Willingness to undertake basic first aid		D	A, I
Training in delivering intervention activities to small groups of students.		D	A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of how to use relevant equipment/resources including ICT packages	E		A, I
Understanding of the national/foundation stage curriculum and other basic learning programmes		D	A, I
Understanding of relevant policies, codes of practice and awareness of relevant legislation		D	A, I
Knowledge of Health and Safety		D	A, I
Understanding of the principles of child development and learning processes	E		A, I
Knowledge of the policies/codes of practice and awareness of relevant legislation	E		A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to use different approaches to deal with whole classroom and individual behaviour		D	A, I
Ability to communicate with and relate well to pupils and adults	E		A, I
Ability to work under supervision and as a team member.	E		A, I
Ability to work in accordance with the schools health and safety policies.	E		A, I
Ability to recognise own learning needs and seek further opportunities.	E		A, I
Ability to deal with minor injuries.		D	A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I