**Learning Support Assistant**

Job Description

Position profile

School Devonshire Infant Academy

Post title: Learning Support Assistant

Responsible to: Head of School / SENCo

Remuneration: Grade B

Commencement date: 22nd February 2021

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| **Job Summary** |
| * To provide individual and small group classroom support to pupils with special educational needs under the direction of the teacher. |

**Duties and responsibilities**

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| **Support to Pupils** | |
| To assist pupils in the use of resources including IT. | |
| To maintain pupils' interests and motivation. | |
| To assist pupils with dress/changing for activities/personal hygiene. | |
| To support individual and group work assigned by the teacher in raising core skills, support individual education plans (IEP/ISPs). | |
| The care and welfare of pupils to include toileting and feeding as required. | |
| Escorting pupils around school premises/and take home, together with another member of staff. | |
| *\*General support to pupils in line with special educational needs.* | |
| **Support to School** | |
| To have contact and links with those with parental responsibility during the working day, as part of the normal consultative and educational process. | |
| To be aware of and maintain school policies and procedures. | |
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| Preparation of rooms, equipment and displays. | |
| To maintain school routine. | |
| To promote high standards of behaviour throughout school in accordance with Discipline and Behaviour Policy. | |
| To support the ethos of the school. | |
| To maintain a safe environment. | |
| **Support to Teachers** | |
| To deliver pre-planned programmes of work under the direction of a teacher. | |
| To assist in the assessment of pupil attainment/progress. | |
| To undertake duties on a rota basis during breaks. | |
| To assist the teacher with the supervision of pupils on school trips/visits. | |
| To keep materials and equipment in a tidy and safe manner. | |
| To liaise with teachers and other staff to obtain, exchange and record information on pupils in accordance with school policy. | |
| To support the supervision of individuals/groups of pupils. | |
| **Support with Curriculum** | |
| To be involved in planning meetings. | |
| Attendance at appropriate training sessions as required. | |
| To undertake repairs and maintenance of books and equipment. | |
| To develop and prepare curriculum activities/materials. | |
|  | To participate in the operation of the Trust’s Appraisal Scheme. | |
|  | It is your responsibility to carry out your duties in line with the Trust policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000. | |
|  | Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes. | |
|  | The post holder must at all times carry out his/her responsibilities with due regard to the Trust policy, organisation and arrangements for Health and Safety at Work. | |

**Note**

1. This job description is not necessarily a comprehensive definition of the post. The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Head of School/ SLT with the postholder.

**PERSONNEL SPECIFICATION**

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| **Job Title** | Learning Support Assistant (Level 2) with NVQ2 |
| **Band/Job Group** | Band B |
| **Hours/Weeks** | 28 hrs per week 8.50am-3.10pm |
| **School** | Devonshire Infant Academy |
| **Responsible to** | Head of School/SENCO |

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| Sickness Absence and Disability | A good attendance record. Candidates should have less than 4 absences in the last 6 months or not more than 10 days absence over the last 12 months prior to the closing date of the post.  Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made). |
| Qualifications | NVQ Level 2 in Childcare |
| Experience | Experience of working with Keystage 1 and EYFS children  Knowledge and Experience of EYFS and Primary Curriculum  Knowledge and understanding of Equal Opportunities  Knowledge of Health and Safety issues |
| Training | Willing to attend relevant training |
| Special Knowledge | An understanding of child development and appropriate levels of childcare |
| Circumstances | Ability to work when the school is open (Term Time working)  Willingness to work flexibly to meet the requirements of the post |
| Disposition | Ability to motivate individuals to perform effectively  Commitment to working in partnership with parents  Awareness of and respect for, the needs of the individual child and their families, including multi-cultural and inclusive practices. |
| Practical and Intellectual Skills | Able to communicate effectively  Ability to use IT technology |
| Legal Requirements | Enhanced DBS Clearance |