

## Newsham Primary School - JOB DESCRIPTION

<b>Post Title:</b> Learning Support Assistant	<b>Director/Service/Sector :</b> Children's Services		<b>Office Use</b>
<b>Grade:</b> Band 4	<b>Workplace:</b> Newsham Primary School		<b>JE ref:</b>
<b>Responsible to:</b> Deputy Headteacher/Senior Teaching Staff	<b>Date:</b>	<b>Manager Level:</b>	<b>HRMS ref:</b>
<b>Job Purpose:</b> To work under an agreed system of supervision and take an active role within the school in both the implementation of intervention programmes, outdoor provision and the development of behaviour and pastoral provision for Newsham Primary School pupils.			
<b>Resources</b>	Staff	Supervision of a lunchtime staff team	
	Finance	NA	
	Physical	Responsible for equipment and materials relating to the role	
	Clients	1:1/group/class support	
<b>Duties and key result areas:</b>			
<b>Support for Pupils</b>			
<ol style="list-style-type: none"> <li>1. Take an active role in helping to manage and deliver pastoral support for pupils</li> <li>2. Establish productive relationships with pupils, acting as a role model and responding to the needs of each individual child, acting as a role model and setting high expectations</li> <li>3. To actively promote inclusive practice within the school setting to ensure acceptance of all children</li> <li>4. Encourage children to play and interact with one another</li> <li>5. Support pupils consistently whilst recognising and responding to their individual needs</li> <li>6. To have challenging expectations that encourages children to act independently and build self esteem</li> <li>7. Provide feedback to pupils in relation to progress, achievement and attendance</li> <li>8. Attend to pupils' personal needs and provide advice to assist in their social, health and hygiene development</li> </ol>			
<b>Support for the Teacher</b>			
<ol style="list-style-type: none"> <li>1. Within an agreed system of supervision, plan challenging teaching and learning objectives and evaluate and adjust learning plans as appropriate</li> <li>2. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against agreed, predetermined, learning objectives</li> <li>3. To assist in the delivery of outdoor activities that support both curriculum delivery and pupil progress.</li> <li>4. To promote and support the development of information literacy and learning skills</li> <li>5. To contribute to the development of the curriculum through advice on the availability and relevant resources</li> <li>6. Provide the teacher with accurate and objective feedback on pupil progress and other matters, ensuring the availability of supporting evidence</li> <li>7. Support the teacher in the management of pupil behaviour</li> </ol>			
<b>Support for the Curriculum</b>			
<ol style="list-style-type: none"> <li>1. To assist in the application of the curriculum through outdoor activities.</li> </ol>			

2. Implement learning activities to pupils within an agreed framework of supervision, adjusting to meet pupil needs
3. Help pupils access learning activities through interventions and associated support

**Support for the School**

1. Comply with all school policies and contribute to the development of policy relating to:
  - Health and Safety
  - Equal Opportunities
  - Child Protection
  - E-Safety
  - Confidentiality and Data Protection
2. Work in such a way as to promote the ethos and vision of the school
3. Participate in training and development, and activities that contribute to the management of performance
4. Assist with the management of pupils outside the classroom e.g. lunchtimes and outside the school e.g. school trips as directed by the class teacher and member of the school's leadership team
5. Attend and participate in regular meetings

**Line Management Responsibilities**

1. Assist with the line management of Band 2 teaching assistants and PTSAs
2. Liaise between managers or teaching staff and teaching assistants
3. To undertake other duties and responsibilities, as required, commensurate with the grade of the post

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

**Work Arrangements**

Transport requirements:	None
Working patterns:	Normal work patterns
Working conditions:	Both indoors and outdoors

## PERSON SPECIFICATION

<b>Post Title:</b> Learning Support Assistant	<b>Director/Service/Sector:</b> Children's Services	<b>Ref:</b>
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
Excellent numeracy and literacy skills NVQ 3 for Teaching Assistants or equivalent qualifications	First Aid qualification	(a), (i),
<b>Experience</b>		
Working with children of primary school age Planning effective actions for pupils at risk of underachieving Working with children with a range of needs and abilities	Experience working with children outdoors Supervising small groups of children Managing other employees	(a), (i).
<b>Skills and competencies</b>		
Good understanding of the principles of child development and the learning process Can actively self-evaluate learning needs and seek out learning opportunities Can work as a member of a team, understanding their role in the school and associated responsibilities IT literate Good organisational skills Good interpersonal and communicational skills, written and oral Ability to work under pressure, possess good time and organisational skills and meet deadlines Able to engage with young people from a variety of backgrounds To possess a flexible and responsible approach	Physical or active lifestyle skills developed through work or leisure.	(a), (r), (i).
<b>Physical, mental and emotional demands</b>		
Some need to walk, bend or carry items The role involves outdoor duties Need to maintain general awareness with lengthy periods of enhanced concentration Will be working with children away from the main school building at times		
<b>Other</b>		
Excellent record of attendance and punctuality Willingness to participate in development and training opportunities	Enthusiastic, energetic, solution focused, positive.	(a), (i).

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits