

Learning Support Assistant (Level 1)

Wood End Park Academy

Job Description

Reporting to	Team Leader
Grade	2

Job Purpose

Under the direction of the class teacher:

- to work unsupervised with individual or groups of children, including those with significant SEN;
- to deliver learning support programmes;
- assist the teacher in the preparation of resources and delivery of the curriculum.

Key Accountabilities

The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.

Main Duties and Responsibilities

- Attend to the pupil's personal needs and implement related personal programmes, including social, health, physical, intimate care and welfare matters.
- Develop and use knowledge and skills eg: literacy, numeracy or science, to contribute to pupil learning;
- Assist with the planning, preparation and development of work programmes for groups/individuals;
- Prepare resources to support a range of learning activities;
- Work with small groups or individual pupils to enable learning;
- Organise and maintain the learning environment and takes responsibility for aspects of class organisation, administration and display;
- Monitor, evaluate and record pupil progress and report this as directed;
- Provide support to the teacher by accompanying pupils on off-site activities;
- Work as part of a team to ensure that the well-being, behaviour and personal development of pupils enhances their learning opportunities and life skills;
- Discuss with the teacher and contribute to curriculum and classroom planning – informally and at meetings;
- Understand and assist in interpretation of academy policies.

General

- Maintain confidentiality in and outside the workplace;
- Support the implementation of academy policies;
- Promote the inclusion and acceptance of all pupils;
- Be aware of and understand safeguarding protocol and procedures and the importance of taking appropriate action;
- Attend and participate in meetings and training opportunities;

- Carry out any other reasonable tasks/duties as required by The Trust in accordance with the needs of The Trust.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation.

All staff are expected to give adequate notice when absent through sickness, the Line Manager should be notified by 7.00am on the day of absence, in order for cover to be organised.

It is important that staff are familiar with the policies that cover; Health & Safety, Behaviour (summary only), Equality and Inclusion, Child Protection. All staff are issued with a Code of Conduct and must abide by the content therein.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018.

Safeguarding

In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled "Keeping Children Safe in Education", it is the individual's responsibility to promote and safeguard the welfare of children and young people in the Academy. A satisfactory DBS check is required for this post.

**Person Specification
Learning Support Assistant**

Criteria	Essential	Desirable
Experience & Qualifications	<ul style="list-style-type: none"> • NVQ level 2 or equivalent; • Experience of working with children in an educational setting or similar including voluntary work or working at home. 	<ul style="list-style-type: none"> • Literacy and maths at GCSE grade A-C; • Experience working with children in a range of settings, supporting their social and educational development; • Qualification as a teaching assistant or supporting children in the classroom.
Skills & Knowledge	<ul style="list-style-type: none"> • Good command of English, both written and oral; • Ability to deal with confidential information sensitively and appropriately in line with school policy; • Understanding of the National Curriculum at levels 2, particularly in maths and English. 	<ul style="list-style-type: none"> • Understanding of First Aid procedures; • A basic understanding of principles of child development and learning processes; • Knowledge and understanding of SEN; • Sound IT skills to support learning and maintain electronic information systems.
Personal Qualities	<ul style="list-style-type: none"> • Patient, caring and nurturing personality; • Reliable and effective team member; • Committed to learning new skills and pursuing professional development; • Demonstrates an open minded attitude and able to learn from a range of situations relevant to the school environment; • A flexible and 'can do' attitude; • Attitudes and beliefs which mirror the school ethos; • Ability to work independently and use initiative. 	