

Hillside Primary School

Learning Support Assistant

Job Title: Learning Support Assistant Level 2

GRADE: Grade D Points 13-16

Responsible to: Senior Leadership Team

LEVEL DESCRIPTION

The teacher plans lessons and directs learning. Learning Support Assistants provide support to the teacher and through this to pupils and to support learning in the curriculum. Learning Support Assistants work under the direction of the teacher, whether with the whole class, a small group, or an individual pupil.

All duties will be carried out within recognised procedures or guidelines and the teacher will be available for support and guidance.

The post holder will be expected to have some expertise/specialism.

There will be some need to interpret information or situations and to solve varied problems. More complex problems may be referred to the classteacher or line manager (SENco)

The post holder has no requirement to supervise others, but may demonstrate tasks to new colleagues or give advice and guidance to others.

DUTIES AT THIS LEVEL

Support for pupils

- Undertake a range of specialised tasks to support learning across all age ranges within the school e.g. supporting literacy and numeracy work, listening to reading, behaviour support
- Work with pupils with varying needs, either one-to-one or in small groups, some of whom will have special educational needs or who may not have English as their first language, and use specific intervention materials and equipment (such as speech and language materials, Clicker, Dancing Bears, Toe by Toe, Power of Two) to support learning
- As appropriate, look after and support sick/upset pupils
- Attend to the physical needs of identified pupils including intimate care and handling according to any intimate care plan.
- Liaise and communicate effectively with the classteacher and SENco to support independent learning and inclusion of all pupils.
- May assist with the development of individual development plans for pupils e.g. IEPs, BSPs
- Communicate (either verbally or in writing) with learners' parents as required.
- Undertake first aid as required.

- Show initiative to carry out self initiated tasks to benefit learning

Support for the teacher

- Provide support for the teacher during lessons, e.g. through directed work within the curriculum to support the learning of pupils.
- Participate in planning and evaluation of learning activities with the teacher
- Keep written records of pupils' learning as required and provide feedback to pupils in relation to attainment and progress under the direction of the teacher
- Maintain records of pupil needs and progress to inform teachers of pupil progress
- Assist teaching staff to ensure that the aims and objectives of the school are achieved

Support for the curriculum

- Undertake tasks to support the curriculum and assist with events organised as part of the curriculum including performances.
- Support implementation of Government initiatives under the direction of the Headteacher

Support for school

- Attend and contribute to Performance Review meetings.
- Engage any professional development identified as a result of Performance Reviews or linked to your role (including specialist training)
- Liaise with outreach services to provide for the needs of specific pupils.
- Attend and contribute to staff meetings (including briefings and planning meetings) and staff training (such as Child Protection, School Safe, Health and Safety) as required by the Headteacher
- Follow all school policies and procedures (All policies including Safeguarding Children, Health and Safety, Single Equalities, Inclusion, Curriculum and Learning and Teaching can be viewed at the School Office)
- Be mindful of personal work life balance and well being, communicating any concerns to the Senior Leadership Team

The duties and responsibilities of any post may change from time to time, and post holders will be expected to be flexible to carry out other work (in negotiation with the SENco or Headteacher) not explicitly mentioned above which is considered to be appropriate to the existing level of responsibility vested in the post.

Signed _____ (LSA)

Name _____ Date _____

Signed _____ (Headteacher/line manager)

PERSON SPECIFICATION

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Knowledge:		
Technical or specialist	<ul style="list-style-type: none"> • Experience of working with pupils • Knowledge and use of a range of equipment • Basic knowledge of first aid 	<ul style="list-style-type: none"> • Broad awareness and understanding of medical conditions such as asthma, epilepsy etc • Awareness of health and safety procedures • Experience of one to one support, where appropriate • Experience and or qualifications related to behaviour support • Experience of speech and language support including Elklan
Literacy and numeracy	<ul style="list-style-type: none"> • Recognised competence in literacy and/or numeracy • Ability to read and understand instructions • Maths and English qualification GCSE Grade C+ (or equivalent) • Ability to complete reports such as incident report form, behaviour diary, progress report etc 	<ul style="list-style-type: none"> • NVQ2 or equivalent in related area
School environment		<ul style="list-style-type: none"> • Knowledge of school policies and procedures
Mental Skills:		
Research	<ul style="list-style-type: none"> • Assist teacher with information gathering and resources as appropriate 	

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| Problem solving | <ul style="list-style-type: none"> • Ability to recognise and resolve or report problems |
| Thinking creatively /
Developing new ideas | <ul style="list-style-type: none"> • When supervising/ working with small groups of pupils the post holder must be able to adapt support given to pupils depending on age and/or ability • Assist teacher in creating a positive learning environment |

Interpersonal & Communications Skills:

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| Caring skills | <ul style="list-style-type: none"> • Sensitivity to pupils' needs |
| Advising / guiding skills | <ul style="list-style-type: none"> • Advising and guiding pupils on the best way to handle situations, under the teacher's direction • Encouraging pupils to participate in or complete tasks • Ability to conciliate between pupil in playground or classroom disputes • Providing basic advice to other Learning Support Assistants |
| Verbal and written communications skills (including use of languages) | <ul style="list-style-type: none"> • Providing information to other members of staff in relation to pupils' behaviour, activities and general progress • Ability to converse at ease and provide advice and information in accurate spoken English • Ability to encourage participation and give feedback to pupils • Ability to maintain appropriate level of confidentiality • Attending and contributing to review and other meetings, as |

appropriate

- Administering reading and spelling tests, under the direction of the teacher
 - Assist with the induction of new Learning Support Assistants
- Training and/or presentation skills

Physical skills:

Keyboard skills / use of mouse

- Ability to use keyboard and mouse required if supporting pupils using IT equipment

Other manual skills

- Use of guillotine, craft knives, glue guns etc when displaying work or assisting pupils in practical lessons
- Help pupils to use tools and equipment as required to support learning (Clicker, Dynavox for example)

Other attributes:

Level of autonomy

- Work is covered by set policies and procedures
- Work will still be managed by the teacher or a more senior Learning Support Assistant
- Able to work with small groups of pupils when carrying out specific tasks or on field trips etc
- Able to supervise larger numbers of pupils when during break/lunchtime
- Able to make decisions on when to refer queries/problems to another member of staff