



LEARNING ASSISTANT

1. Job Purpose

Under the direction of teaching staff and within an educational plan, to provide support to classroom teachers and assist in the development and education of children, when appropriate using specialist knowledge and experience. This involves undertaking tasks related to classroom activities and providing supervision and care skills.

2. Main duties and responsibilities

Educational skills and responsibilities

- a) To supervise the activities of individuals or groups of children in order to ensure their safety, facilitate their educational development and develop a supportive and caring relationship.
- b) To provide care, attend to children's personal needs and undertake activities necessary to meet the physical, emotional and educational requirements of individuals or groups of children. This will require knowledge of a range of strategies and a high level of skills developed through experience, with regular supervision from teaching staff as and when required.
- c) To promote progression, continuity and quality of learning.
- d) To participate in the delivery of educational work programmes by contributing to longer term learning activities planned in the programme, within an agreed framework and to specific timescales. This may be in a specific area of competence, specialist knowledge or experience.
- e) To observe children as individuals and in groups and monitor and report back to teaching staff problems, progress and possible developmental needs utilising specialist knowledge and experience.
- f) To maintain the records of children's progress as part of the monitoring and reviewing of educational work programmes and assist in the future development of programmes and plans as and when appropriate.
- g) To assist and provide support to less experienced Learning assistants as and when required.
- h) To adhere to the school's policies with special reference to the learning support, child protection, equal opportunities policies and to help promote inclusion in the school.

General Responsibilities

- a) To provide simple first aid, when necessary, and take all reasonable measures to ensure health and safety in the classroom and other relevant areas within and outside the school premises.
- b) To prepare display materials and teaching aids, undertake simple maintenance and repairs and clean and tidy up after use.
- c) To prepare and operate computers and other equipment and undertake any other simple practical tasks on equipment used as teaching aids.
- d) To assist in the supervision of children outside the classroom including in playgrounds, dining areas or on visits outside the school premises.
- e) To undertake other relevant duties allocated at the discretion of the classroom teacher, Headmaster or other supervisor.

Hours of work

- a) To be agreed with the Head.

3. **Person Specification for Learning assistant**

Desirable

Be able to demonstrate experience of using a number of strategies whilst working with a range of children with a variety of complex needs and take responsibility for the delivery of an educational programme under general supervision only.

AND

Either have a recognised relevant qualification at equivalent of NVQ Level 3 (other professional qualifications e.g. teaching, social work or nursing would be treated as equivalent).

Or have a willingness to work towards a level 3 qualification.

To be a good communicator with children and adults.

To be able to give evidence that they can work as part of a team.

To understand Equal Opportunities and Inclusion along with an ability to ensure that each child is treated as an individual, with recognition that stereotypes are handled in a sensitive way.

To have a commitment to the importance of the involvement of parents in the learning process.

To have an ability to support effective pupil discipline in a positive context and to promote well-ordered and self-disciplined behaviour.

To understand responsibilities with regard to the health and safety of pupils in their care.