



Job Description for a Learning Support Assistant at Betty Layward Primary School

Post Title: Learning Support Assistant (Full-time) – 30 hours per week

Salary: Scale 4, Spine Point 7 £24,279.00

Main Purpose of the Job

- To support a child with SEN in Reception.
- To work within the ethos of the school
- To support teaching staff in enabling the pupil to gain independence and participate fully in the curriculum and general life of the school
- To be adaptable and flexible in promoting learning
- To support the pupil in positively managing their behaviour so that they engage in the learning process
- To work within the guidelines of the SEND and Behaviour Policies

Duties and Responsibilities

Support for pupil

- To support and meet the individual needs of a pupil in consultation with the Inclusion Manager
- To help the pupil develop good relationships with adults and children
- To support the pupil to concentrate on achievable tasks
- To set and maintain clear boundaries
- To use professional judgement to support the learning through motivational activities
- To implement necessary resources e.g. visual timetables
- To contribute to the development and delivery of pupil's Education, Health and Care Plan
- To implement programmes from various external professionals, including Specialist Teacher SEMH/Complex Needs, Speech and Language Therapist and Behavioural Specialist if necessary
- To support the pupil on a 1:1 basis
- To contribute to the personal, social and health education of the pupil, including the development of pupil self esteem
- To act as a positive role model for the pupil
- To ensure and maintain pupil confidentiality
- To assist the pupil to become a better learner by assisting them to stay on task and work independently
- To support the individual needs of the pupil in consultation with relevant professionals
- To support the pupil with targets written in their EHCP and Support Plans

Support for teachers

- To develop a mutually and supportive relationship with teaching and support staff
- To plan with the class teacher and in consultation with Inclusion Manager to understand the learning outcomes and to respond proactively to individual pupil needs to ensure learning has taken place
- To work with external professionals and the SLT following their recommendations
- To assist with the development of resources to support differentiated curriculum delivery
- To work in partnership with the teacher in the preparation and use of appropriate learning materials to meet pupil's learning needs
- In conjunction with the class teacher and other professionals, to develop and maintain a system of recording pupil progress
- To participate in the evaluation of the support programme. This may be through informal or formal review meetings by written reports, oral presentation or multi-agency discussion

Support for the curriculum

- To support the delivery of the appropriate Key Stage Curriculum. To help the pupil gain access to the curriculum by differentiating instructions and resources
- To have sound knowledge and understanding about how young children learn
- To assist the pupil by enhancing learning opportunities under the direction of staff

Support for the school

- To work as part of a flexible and supportive team
- To attend staff meetings and contribute to the development, establishment and implementation of school policies
- To contribute to the profiling of the pupil and to be accountable for the work undertaken with the pupil
- To complete records of pupil progress
- To supervise the child on the school premises or school visits as required.
- To undertake relevant training to enhance personal development and use knowledge to benefit the school
- To develop positive relations with parents and carers
- To undertake reasonable duties assigned by the headteacher to ensure the smooth running of the school
- To communicate positively with the child, school and family
- To demonstrate professional behaviour and maintain confidentiality

Person Specification within Job Description

Essential

1. Experience of working with young children with special needs, especially those with complex learning & developmental, emotional & behavioural and speech and communication needs in a mainstream school setting
2. An ability to support learning and meeting the needs of individual pupils
3. Ability to work as part of a team as well as being able to work independently
4. Ability to plan and work collaboratively with colleagues in order to maintain a positive team ethos
5. Excellent interpersonal skills and the ability to communicate effectively, both orally and in writing
6. Experience of working with professionals and using recommendations given
7. Experience of positive behaviour management strategies

Desirable

1. An understanding of issues affecting educational attainment
2. An ability to form positive links with parents and outside agencies

Essential

1. Understanding and commitment to Betty Layward School policies, in particular:
 - a. participation in and implementation of the behaviour policy
 - b. awareness of health and safety and implementation in the work place
 - c. implementing of the school Equal Opportunities policy
2. An understanding of a range of strategies to support pupils' inclusion in the mainstream school setting.