



PPAT Education	
JOB DESCRIPTION	
Job Title:	Learning Support Assistant
Reports To:	Class Teacher
Grade:	Grade 15, scale points 3-4
Main Purpose of Job	
<p>The Learning Support Assistant will:</p> <ul style="list-style-type: none"> • Work with class teachers to raise the learning and attainment of pupils • Promote pupils' independence, self-esteem and social inclusion • Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement 	
Duties and responsibilities	
<p>Teaching and learning</p> <ul style="list-style-type: none"> • Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND) • Promote, support and facilitate inclusion by encouraging participation of all pupils in learning, enrichment and extracurricular activities • Support the teaching of a broad and ambitious curriculum aimed at pupils achieving their full potential in all areas of learning • Use effective behaviour management strategies consistently in line with the school's policy and procedures • Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment • Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment • Observe pupil performance and pass observations on to the class teacher • Supervise a class if the teacher is temporarily unavailable • Use ICT skills to support pupils' learning • Undertake any other relevant duties given by the class teacher <p>Planning</p> <ul style="list-style-type: none"> • Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role • Read and understand lesson plans shared prior to lessons, if available • Prepare the classroom for lessons <p>Working with staff, parents/carers and relevant professionals</p> <ul style="list-style-type: none"> • Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher • Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision • Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers • With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with • Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers • Collaborate and work with colleagues and other relevant professionals within and beyond the school • Develop effective professional relationships with colleagues 	

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents
- Report any Health and Safety concerns to the appropriate person in school.

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Other areas of responsibility**Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Ensure safeguarding procedures are implemented to protect pupils, staff, visitors and yourself

General

- To undertake any other duties commensurate with the role

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder:

Date:

Line Manager:

Date:

JOB SPECIFICATION		
	Essential We are looking for someone who has:	Desirable It would be great if you also have:
Professional qualifications	<ul style="list-style-type: none"> English and Mathematics GCSE grade 4+ or equivalent 	<ul style="list-style-type: none"> NVQ Level 3
Professional experience	<ul style="list-style-type: none"> a knowledge of current practice and improvement initiatives in school/pre school 	<ul style="list-style-type: none"> experience of working with pupils with behavioural difficulties
Professional knowledge and expertise	<ul style="list-style-type: none"> a commitment to developing the whole school ethos positive behaviour management consistent high standards and expectations 	<ul style="list-style-type: none"> understanding needs of a Church school experience of development and delivering creative activities
Personal Qualities	<ul style="list-style-type: none"> excellent interpersonal and intrapersonal skills empathy with children effective organisational skills good time management ability to inspire and motivate pupils to achieve and enjoy school knowledge of what constitutes quality in educational provision. Works using self initiative Openness and integrity 	<ul style="list-style-type: none"> Early Years experience
Teaching and Learning	<ul style="list-style-type: none"> knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all individuals understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management 	
References	<ul style="list-style-type: none"> positive recommendation in professional references satisfactory health and attendance record 	