



| <b>PPAT Education</b>  |                                |
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| <b>JOB DESCRIPTION</b>   |                                |
| <b>Job Title:</b>  | 1:1 Learning Support Assistant |
| <b>Reports To:</b>   | Class Teacher                  |
| <b>Grade:</b>  | Grade 15, scale points 3-4     |
| <b>Main Purpose of Job</b>   |                                |
| <ul style="list-style-type: none"> <li>• To assist the Headteacher and teachers in the development and implementation of a program of work and in the provision of a stable, caring and supportive learning environment, which enables pupils to achieve their full learning potential and facilitates their social and moral development.</li> <br/> <li>• Specifically, the role will support pupils, either individually or in groups, who have some special educational needs, learning difficulties, disability, or who exhibit occasional behavioural problems.</li> </ul>   |                                |
| <b>Main Responsibilities and Duties</b>  |                                |
| <p><b>Support the teaching and learning processes.</b><br/>           Under the guidance and direction of the teacher:</p> <ul style="list-style-type: none"> <li>• Develop, maintain and apply knowledge and understanding of a pupil's general and specific learning needs, to ensure that support is given to them at an appropriate level.</li> <li>• Learning support is delivered individually and in groups through a range of tasks, mainly: (mindful of all Health and Safety procedures at all times)</li> <li>• Motivate and encourage pupils to concentrate on and fulfil the tasks set.</li> <li>• Wherever possible, ensure the pupil is supported and directed within their normal classroom environment and expectations, including outdoor play activities, clarifying and explaining instructions.</li> <li>• Focus support in areas needing improvement, both academic and social.</li> <li>• Work with and support pupils to ensure they are able to use ICT and other specialist equipment to enhance their learning. This will include working with small groups without the class teacher.</li> <li>• Undertake learning activities with pupils of varying abilities to ensure differentiation and access to the curriculum.</li> <li>• Seek to ensure the promotion and reinforcement of pupil's self-esteem, appropriate levels of effort and behaviour and to guide pupils to become independent learners.</li> <li>• Contribute to the assessment of pupils' learning.</li> <li>• Contribute to the implementation of specific individual pupil targets.</li> <li>• Liaise with staff and other LSAs.</li> </ul> <p><b>Assist teaching staff in the development of learning strategies, with the provision of teaching and learning resources and in the preparation and maintenance of a safe, secure and suitable learning environment.</b></p> <ul style="list-style-type: none"> <li>• Assist in the development, monitoring and evaluation of programs of work.</li> <li>• To upkeep data files, catalogue resources, maintain inventories, photocopy, and use I.T. systems for administration and educational purposes.</li> <li>• Contribute to and assist in the development and monitoring of systems for review and recording of pupil's progress.</li> <li>• Assist in the preparation, organisation and maintenance of classrooms and their equipment, including assistance with and creation of displays, make basic visual aids, art and craft materials, mount and display pupils work.</li> <li>• Assist teachers in timetabling of lessons and curriculum as required.</li> <li>• Assist in the preparation for educational visits, and where necessary accompany students.</li> <li>• Attend and contribute to school staff meetings and in-service training events, within contracted hours or outside normal hours by agreement.</li> </ul> |                                |

**To provide care and supervision of pupils within the classroom, within the school and outside of the school.**

- Supervise pupils using cloakrooms and toilet facilities.
- Supervise pupils in playgrounds and when entering and leaving using school transport.
- Assist in the supervision of Standard Assessment Tasks and tests / assessments as directed.
- Escort pupils to school or parental transport, home or to hospital as necessary.
- Assist pupils eating, in a controlled environment.
- Develop an understanding of and provide for pupils' specific personal needs to ensure a safe learning environment. This may include providing some direct personal care, support and assistance to the pupil in respect of toileting, eating, mobility and dispensing medication.
- To assume sole supervision of whole classes for short periods in the absence of the teacher. This would not be expected in the case of inexperienced LSAs.

**Additionally, under the overall direction of teaching staff the job may include some or all of the following duties, depending on the needs of pupils:**

- Where a current First Aid qualification is held, in the absence of other medical facilities:
- Maintain First Aid equipment and materials.
- Undertake First Aid.
- Under the direction of Health Service professionals, undertake activities in support of occupational, physio and speech therapy.
- Under the direction of teaching staff and, where appropriate, to assist in the development of Individual Education Plans or Learning Passports for pupils with special educational needs.
- To work with pupil groups, using a range of strategies to gain acceptance and inclusion of pupils with special educational needs.

**Supporting Processes**

On a daily basis, within prescribed school guidelines and under the direction of the teacher, develop a range of strategies to engage individuals and groups of pupils, often with differing requirements, in the experience of learning and in their personal, social, health and moral education. For example, a reward system appropriate to an individual pupil. Use a variety of interpersonal techniques to establish supportive relationships with pupils.

**Physical Effort and Working Conditions**

A normal school environment, although the job holder may be involved in external school activities, such as swimming and educational visits. Most of the working day is spent standing, with periods of crouching / bending to engage pupils in activities. There may be an occasional need to physically lift pupils for safety or care needs and occasional requirements relating to pupils' personal hygiene needs, these may include the cleaning of soiled areas. Ensuring compliance with Health and Safety procedures

**Contacts and Relationships**

Contact with all staff in school to pass and receive information, advice, guidance, suggestions and ideas.  
Contact with parents / carers and other agency staff to provide support for pupils, such as giving feedback on pupil's progress. Such communications can be of a delicate nature depending on pupil's particular needs.

**Knowledge, Skills and Experience**

Experience of working with children who have additional educational needs, in an educational setting.  
Qualities required are patience, tolerance, discretion, loyalty, commitment, flexibility, good personal organisation, firmness, to be numerate and literate, a team worker and to have clear communication skills.  
Background knowledge of the Curriculum and awareness of the School's procedures and policies.  
Knowledge of the Assess, Plan, Do, Review process for implementing pupils' individual targets.  
A willingness to attend courses as required to enhance the knowledge, understanding and skills to improve the level and quality of support given to pupils and teachers.  
Knowledge of legislation and regulations applicable to the support and care of pupils.  
An education standard equating to GCSE grade C in English, Mathematics and Science would be desirable, together with a qualification relevant to supporting the learning process in schools. (NNEB/NVQ3)

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| <b>General</b>   |              |
| <ul style="list-style-type: none"> <li>• To undertake any other duties commensurate with the role</li> <li>• This role is subject to a child in receipt of funding continuing to attend the school.</li> </ul> |              |
| <b>Agreed that the Job Description is a fair and accurate statement of the requirements of the job:</b>  |              |
| <b>Job Holder:</b>   | <b>Date:</b> |
| <b>Line Manager:</b>   | <b>Date:</b> |

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