



# Learning Academy Partnership

## Job Description Learning Support Assistant

|                        |                                        |
|------------------------|----------------------------------------|
| <b>Job Title:</b>      | Learning Support Assistant             |
| <b>Grade:</b>          | NJC Grade C (Torbay)                   |
| <b>Hours of Work:</b>  | 32.5 hours per week, 39 weeks per year |
| <b>Responsible To:</b> | Head of Academy                        |
| <b>Revision:</b>       | 1.5 – April 2021                       |

### Main Purpose of Post

To always put children first and uphold and drive the vision, values and 6 principles of the Trust.

To work under the direct instruction of the class teacher, usually in the classroom with the teacher, to support learning activities and to provide general support to the teacher in the management of children and the classroom.

To support the teacher in providing for special educational needs of children.

### Key Responsibilities

#### Support for Children

Provide direct support for the learning of individual and groups of children including those with special needs and help them achieve by:

- Assisting with the individual learning plans and to facilitate work as part of a group
- Establishing productive relationships in the classroom and interacting with children
- Helping children engage in activities planned specifically for them by the teacher or led directly by the teacher

#### Support for the Teacher

##### Under Guidance from the Class Teacher

- Prepare classrooms for lessons or activities as directed and assist with display of children's work
- Collate children's work as directed
- Be aware of Children's problems/progress and report to teacher as agreed
- Undertake record keeping as requested
- Provide clerical support as required

#### Support for the Curriculum

- To support children with subjects across the curriculum
- Support children to understand instructions and the requirements of activities
- Prepare resources required to meet lesson plan objectives and help children with their use

## Mealtime Assistance (as required)

- To support and supervise children at lunchtimes, both within school and during their time in the playground.

## General Responsibilities

- Promote and model the core values and 6 principles of the Trust
- Be aware and support difference and ensure equal opportunities for all
- Contribute to the overall ethos / work / aims of the Learning Academy Partnership
- Establish constructive relationships and communicate with other professionals
- Attend and participate in relevant meetings and other events as required
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others within the organisation
- To be a reflective practitioner who is active in the pursuit of their own professional development and that of others

## Expectations

1. As appropriate, to the postholder's duties must be carried out in compliance with the following:
  - Trust Policies
  - Code of Conduct
  - Financial Regulations
  - Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
2. To work flexibly as required
3. To maintain confidentiality of the Trust's affairs
4. To work at all times within Code of Conduct, GDPR and the Safeguarding Policy
5. Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions
6. These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post
7. To put all children, in the Trust, at the core of all decisions and actions
8. To be an ambassador for the Learning Academy Partnership
9. To uphold the vision, values and ethos which underpin the Trust and support how we work as a single organisation

*This job description should be reviewed annually and may be subject to amendment in consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the postholder's professional responsibilities and duties.*

**Signed:**

**Chief Executive**

**Date:**

**Signed:**

**Postholder**

**Date:**

## Person Specification – Learning Support Assistant

| Attributes/<br>Requirements                   | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Desirable                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Education, Qualifications and Training</b> | <ul style="list-style-type: none"> <li>• GCSE qualification is in Maths and English (or an equivalent level of numeracy and literacy skills)</li> <li>• NVQ Level 2 or 3 Qualification in Early Years</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>• NVQ Level 2 or 3 Qualification in Early Years</li> <li>• Further or Higher Education</li> <li>• First Aid Qualification</li> </ul>                                                                                                                                                                                                                                                                        |
| <b>Professional Skills / Knowledge</b>        | <ul style="list-style-type: none"> <li>• Ability to relate well to children and adults</li> <li>• Basic understanding of child development and learning</li> <li>• Ability to act proactively with confident approach</li> <li>• Ability to absorb and understand a wide range of information</li> <li>• Excellent interpersonal skills</li> <li>• Excellent organisational skills</li> <li>• Ability to use initiative appropriately</li> <li>• Ability to be pro-active and plan ahead</li> <li>• Ability to prioritise workload and manage conflicting priorities</li> <li>• Ability to work under pressure</li> </ul> | <ul style="list-style-type: none"> <li>• Understanding classroom roles and responsibilities and your own position within these</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Relevant personal and professional development</li> <li>• Developing and maintain contacts with outside agencies</li> <li>• Knowledge of educational legislation, guidance and legal requirements</li> </ul> |
| <b>Experience</b>                             | <ul style="list-style-type: none"> <li>• Working as a member of a team</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>• Working within an educational setting</li> </ul>                                                                                                                                                                                                                                                                                                                                                          |
| <b>Personal Qualities</b>                     | <ul style="list-style-type: none"> <li>• Be a person of integrity</li> <li>• Be able to maintain confidentiality</li> <li>• Be able to remain impartial</li> <li>• Have a flexible approach to working hours</li> <li>• Be sympathetic to needs of others</li> <li>• Have an openness to learning and change</li> <li>• Have a positive attitude to personal development and training</li> <li>• Be able to confidently address groups of people and individuals</li> </ul>                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |