

St Michael's Primary School

Title of Job: Learning Support Assistant

Pay Grade: H2/H3

Purpose of the role: To work with teachers to support teaching and learning by working with individuals or small groups of pupils who need particular help to overcome barriers to learning.

Responsibilities:

- Work with pupil, either 1:1 or in a small group under the direct supervision of teaching staff and provide feedback to the teacher.
- Assist with the planning, delivery and review of pupil support plans.
- Support pupil to understand instructions and support independent learning and inclusion.
- Support pupil in social and emotional well-being.
- Administer routine assessments.
- Prepare and clear up learning environment and resources, including photocopying and filing and contribute to maintaining a safe environment.

Teaching Assistants in this role may also undertake some or all of the following:

- Record basic pupil data.
- Support pupils in using basic ICT.
- Invigilate exams and tests.

Job Context

- The jobholder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils.
- The jobholder is managed by the Deputy Headteacher. The jobholder works under the day-to-day direction and supervision of the class teacher.
- The principal focus of the job is to support individual pupils who have special educational needs. This requires the jobholder to be able to adapt his/her work to the specific needs of the pupil (or small group of pupils).

Contacts

- The jobholder works with teachers and pupils and is likely to have frequent contact with visiting professional staff, such as educational psychologists.

Knowledge, Experience and Training

- Experience of working with or caring for children of the relevant age.
- Good numeracy and literacy skills.
- Basic knowledge of first-aid.
- Ability to use modern technology, including photocopier and computer.
- Ability to work in a team.

Review:

The specific duties attached to any individual teaching assistant are subject to annual review and may, after discussion with the teaching assistant, be changed.

Supervision:

The post holder is managed by the Deputy Headteacher. The school's appraisal policies and practice determine the frequency of meetings.

The post holder is not required to supervise staff.

Additional Information:

The post holder is required to contribute to and support the overall aims and ethos of the school.

All staff are required to participate in training and other learning activities and in appraisal and development, as required by the school's policies and practice.

The duties and responsibilities listed are not an exhaustive list of what is required. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.