Aycliffe Drive Primary School
Head Teacher: Mrs. K. Atkinson
Chair of Governors: Mrs. R. Russell
Grovehill, Hemel Hempstead, Herts, HP2 6LJ
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Post title – Learning Support Assistant
Responsible to – Assistant Headteacher/Headteacher
Pay scale – H2-H4, 38 weeks per year

Purpose of post

- 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
- To be responsible for protecting and safeguarding all children and reporting any incidents accordingly to designated person.

Key Responsibilities

- 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
- 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
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

Provide assessment and records of observing pupils learning (in class or intervention) and provide feedback to class teachers
Attend CPD sessions on request (notice given).
Read and understand lesson plans shared prior to lessons, if available
Prepare the classroom for lessons

- Support the inclusion of pupils in the learning activities
- Attend to pupils' personal needs including toileting, intimate care, hygiene, dressing and eating, as well as help with social, welfare and health matters. Maintain and provide healthy and safe school environment.

Working with colleagues and other relevant professionals

- 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
- 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

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

Health and safety

1. To ensure that the highest standards of safety, security, hygiene and cleanliness are operated at all times
2. To read and comply with all policies and procedures relating to child protection, health, safety, confidentiality and data protection and report all concerns to the Headteacher or other appropriate person.
3. To be aware of and strictly adhere to the medical, medicine and dietary needs of all children attending the provision.
4. Look after children who are upset or have had accidents and record details of all accidents and pass them to parents/carers

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

Personal and professional conduct

1. Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school

- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Equalities

Hertfordshire County Council is committed to openness and equality of opportunity in every activity, from the way we employ staff to the way we deliver services. It is a central responsibility of members, managers and employees of the County Council to ensure that every individual that we come into contact with is treated with dignity and respect.

Be aware of and support difference and ensure that children and adults have equality of access to opportunities to learn and develop.

Additional information

All staff are required to participate in training and other learning activities, and in performance management and developed as requires by the school's policies and practices.

Please note: The duties and responsibilities listed above describe the post as it is present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

This post is classes 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.