



**TOWNSEND**  
CHURCH OF ENGLAND SCHOOL

## **Learning Support Assistant Job Description**

### **Purpose:**

As a Learning Support Teaching Assistant you will be required to support a range of students across the curriculum. You will also be required to carry out a range of duties that enable students with a range of special educational needs to fully access standard and differentiated curriculum activities.

The successful candidate will benefit from:

- An inclusive and caring ethos
- A committed and dedicated staffing team
- A well-resourced school
- A commitment to Continuing Professional Development
- Experience is desirable but is not essential as bespoke training will be provided

### **Equalities**

Be aware of and support difference and ensure that students have equality of access to opportunities to learn, develop and achieve.

### **Health and Safety**

Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

### **Disclosure and Barring Service**

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 Disclosure and Barring Service as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

### **Additional Information**

1. The jobholder is required to contribute to and support the overall aims and ethos of the school
2. 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 practices

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

### **Contact**

The jobholder works directly with teachers and students and normally has no routine and regular contact with parents.



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## Learning Support Assistant Person Specification

Attributes	Essential	Desirable	Evidence
<b>Qualifications &amp; Experience</b>			
Good English and Maths skills equivalent to NVQ level 2 or GCSE grade C in English and Maths or proven through interview process.	✓		A
Practical experience of working with children.		✓	A/R/IP
Professional qualification in child development or childcare		✓	A/R/IP
Experience of working with SEN children		✓	A/R/IP
<b>Knowledge &amp; Skills</b>			
Ability to work as part of a large team	✓		A
Ability to follow directions given by a teacher or other professionals	✓		A
Can maintain good discipline and work independently	✓		R/IP
Ability to recognise and support individual needs including those with challenging behaviour	✓		A
Ability to interact with students, staff and other stakeholders.	✓		R/IP
<b>Personal/Professional Qualities</b>			
Ability to work with a minimum of supervision and within a team	✓		R/IP
Ability to motivate adults and students	✓		R/IP
Ability to stay calm, patient and polite whilst working under pressure.	✓		R/IP
Ability to maintain confidentiality	✓		R/IP
Is willing to contribute to the broader life of the school	✓		R/IP

**A = Application Form**  
**IP = Interview Process (this will include teaching a lesson)**  
**R = Reference**