

Learning Support Assistant

Job Role: Level 2 Learning Support Assistant
Location: St Mary's Catholic Infant Academy, Victoria Road, Newton-le-Willows, WA12 9RX
Salary: NJC Grade 2, SCP 3-5
Contract: Temporary/Part Time/Term Time (32.5 hours per week, 39 weeks per year)
Reports to: Head of School

Job Focus

The Learning Support Assistant will be part of the Learning Support Department on a permanent basis. This role will support the Academy in overseeing support service to its pupils.

All staff at St Mary's Catholic Infant Academy should actively follow and promote the mission, policies and standards of the Academy which require:

- Supporting the ethos of the Academy which enables students to experience, develop and practise Catholic values and living.
- Displaying an enthusiasm for your area which motivates and engages pupils.
- Displaying flair and creativity, enthusing and challenging groups of pupils.
- Be fully committed to raising standards and improving the life chances of all pupils.
- Create a culture which celebrates the positive and encourages all kinds of achievement.
- Ensure, good communication and working in partnership with others.
- Support a caring and compassionate community, through being aware and responding to the needs of others.
- Promote a happy, stimulating and ordered environment within which pupils can grow, develop and thrive according to their talents and abilities.
- Be committed to high standards of professional co-operation and integrity.

Duties and Responsibilities:

Support for the pupil

- Establish good working relationships with pupils, acting as a role model
- Be aware of and respond appropriately to individual pupil needs ensuring effective interaction
- Provide specific support to pupils dependent upon their individual needs ensuring their safety whilst supporting access to learning activities
- Promote inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher
- To provide one to one support in either a care/special needs capacity for individual pupils, as directed by the teacher

Support for the teacher

- Provide clerical/administration support (e.g. photocopying, typing, filing, data input, collecting money etc.)
- Assist with the display of children's work
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- In liaison with the teacher, utilise strategies to support pupils in achieving learning goals

- Report pupil achievement, progress and issues as appropriate in agreed format
- Undertake pupil record keeping as requested
- Administer routine primary tests and invigilate exams
- Promote good pupil behaviour, dealing with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
- Establish constructive relationships with parents/carers and communicate information as required

Support for the curriculum

- Undertake structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles, including small group work
- Undertake literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain levels and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

Support for the school

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plan
- Have an awareness of and support the role of other colleagues
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

Extended service activities (Breakfast / After School / Club Care)

- Close liaison with parents, school and other childcare and play related agencies.
- Provide a variety of appropriate play opportunities for children some of whom may require special attention and/or will have come from various racial, cultural and religious backgrounds.
- Lead groups of children in specific sport, game craft and learning activities. Manage behaviour and adapt the activity to meet the needs of groups or individuals. Assist with preparing for activities.
- Assist with the evaluation events and activities and contribute to the development of the service including making recommendations for change and development of the activities.
- Supervise children to ensure safe use of equipment and facility without endangering themselves or other users.
- Maintain play environments to the appropriate health and safety standards and ensure its suitability for the users. Contribute to the corporate responsibility for continuously checking that premises, fences, gates, etc are safe, and in good repair, reporting defects promptly.
- To participate in the planning of activities and trips.
- Ensure the overall quality of the play/care environment is maintained and always appears welcoming to the users.
- Ensure the delivery of creative play opportunities in a safe and caring environment.
- Provide safe, creative appropriate play opportunities, prepare activities, organise the programme and so on.

- Encourage parental involvement and support of the club.
- Liaison with parents, schools and other childcare and play related agencies
- High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements
- To be responsible for improving your own practice through observation, evaluation and discussion
- To comply with the Council's Data Protection Policy / legal requirements and School policies and procedures and Code of Practice within the service area of the post.
- The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
- To comply with the Council's / School's Health and Safety Policy and associated safe working procedures and guidelines.
- To comply with the Council's / School's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
- The Council / Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Safeguarding

- Understand and adhere to the academy's Child Protection and Safeguarding Policy and the DfE's guidance 'Keeping Children Safe in Education'.
- Ensure awareness of the statutory obligations the academy has towards safeguarding students.
- Be aware of indicators of safeguarding and child protection concerns.
- Be vigilant as to where absence or poor punctuality could be indicative of safeguarding concerns.
- Closely monitor the attendance of students who are deemed vulnerable or at risk of harm.
- Collaborate with the DSL to launch and monitor interventions for vulnerable students who have low attendance in line with safeguarding obligations.
- Escalate safeguarding concerns about students to the DSL immediately.
- Work with the DSL to engage with students' families where low attendance is a result of a safeguarding concern.
- Understand the limits of confidentiality, e.g. in the case of a safeguarding concern where information must be reported to the DSL or external agencies.

Staff responsibilities

- As a member of the academy, provide support and cover for other members of staff as required.

Corporate Responsibilities

The trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Academy's activities.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.

Additional Information

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Academy, flexibility among staff is very important. All staff may be



required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.

- An Enhanced DBS Check will be requested on successful application to a position at the Trust.



Person Specification

Knowledge	Essential	Desirable	Source
Demonstrate an understanding of the national curriculum and other basic learning programmes/ techniques (within specified age range/subject area e.g. Numeracy and Literacy strategies)	E		A / I / R
An awareness and an understanding of issues of inclusion, especially within a school setting	E		
Training in Special Educational Needs strategies		D	
Skills and Abilities	Essential	Desirable	Source
Ability to work effectively within a team environment, understanding classroom roles and responsibilities	E		A / I / R
Ability to build effective working relationships with all pupils and colleagues	E		
Ability to promote a positive ethos and promote a positive attitude as a role model	E		
Ability to work with children at all levels regardless of specific individual need e.g. individual learning styles	E		
Ability to promote the positive values, attitudes and behaviour that are expected from the pupils with whom they work in accordance with the schools aims	E		
Able to liaise sensitively and effectively with parents and carers recognising the role in pupils' learning	E		
Excellent numeracy and literacy skills as required	E		
Ability to undertake structured and agreed learning activities	E		
Ability to undertake clerical/administrative duties and provide support as required	E		
The ability to prepare and organise a range of resources to support learning programmes		D	
Effective use of ICT to support learning		D	
Training in the literacy/numeracy strategy		D	
Training in Special Educational Needs strategies		D	
Qualifications	Essential	Desirable	Source
NVQ II or equivalent in Teaching Assistance		D	A / I
Experience	Essential	Desirable	Source
Relevant experience of working with and/or caring for children within a specified age range/subject area	E		A / I
Above within an educational setting		D	
Professional Values and Practice	Essential	Desirable	Source
Must be able to demonstrate all of the following: Ability to understand, build and maintain successful relationships with pupils and colleagues, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners.	E		A / I
Special Attributes required of the candidate	Essential	Desirable	Source
Participate in relevant training and development opportunities	E		I



Undertake appointed person certificate in first aid administration		D	I
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E		A / I / R
An ability to fulfil all spoken aspects of the role with confidence through the medium of English.	E		A / I / R

