



JOB DESCRIPTION

Job Title	Learning Support Assistant (Level 2) with NVQ Level 2
Band/Job Group	Band B - TEFAT Living Wage
Hours/Weeks	32.5 hours per week
Special Conditions	Term Time Only Plus Training Days (39 weeks)
Thematic Area	Children & Young People's Service
School	The Federation of George Betts and Shireland Hall Primary
Responsible to	Executive Principal

Job Summary

- To provide classroom support to pupils under the direction of the teacher.

Additional duties and responsibilities

1. Support to Pupils

To assist pupils in the use of resources including IT.

To maintain pupils' interests and motivation.

To assist pupils with dress/changing for activities/personal hygiene.

To support individual and group work assigned by the teacher in raising core skills, support send pupils with individualised targets

The care and welfare of pupils to include toileting and feeding as required.

Escorting pupils around school premises/and take home, together with another member of staff.

Support pupils on school trips on/offsite

Have a clear understanding of the pupil's needs and deliver support based on the individualised needs

2. **Support to School**

To have contact and links with those with parental responsibility during the working day, as part of the normal consultative and educational process.

To be aware of and maintain school policies and procedures.

Preparation of rooms, equipment and displays.

To maintain school routine.

To promote high standards of behaviour throughout school in accordance with Discipline and Behaviour Policy.

To support the ethos of the school.

To maintain a safe environment.

3. **Support to Teachers**

To deliver pre-planned programmes of work under the direction of a teacher.

To assist in the assessment of pupil attainment/progress.

To undertake duties on a rota basis during mid-morning, lunchtime and mid-afternoon breaks.

To assist the teacher with the supervision of pupils on school trips/visits.

To keep materials and equipment in a tidy and safe manner.

To liaise with teachers and other staff to obtain, exchange and record information on pupils in accordance with school policy.

To support the supervision of individuals/groups of pupils.

4. **Support with Curriculum**

To be involved in planning meetings.

Attendance at appropriate training sessions as required.

To undertake repairs and maintenance of books and equipment.

To develop and prepare curriculum activities/materials.

5. To participate in the operation of the Council's Personal Performance Development Scheme.
6. It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.
7. Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
8. The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work.

The Federation of George Betts and Shireland Hall Primary Academies are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment and behave in a way which reflects this. Appointment to this post will be subject to satisfactory pre-employment checks including a Barred List check, Disclosure and Barring Service check and references.



PERSONNEL SPECIFICATION

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Sickness Absence and Disability	<p>A good attendance record. Candidates should have less than 4 absences in the last 6 months or not more than 10 days absence over the last 12 months prior to the closing date of the post.</p> <p>Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made).</p>
Qualifications	NVQ Level 2 in Childcare
Experience	<p>Experience of working with Primary children</p> <p>Experience desirable in developing speech and language skills and ASD.</p> <p>Knowledge and understanding of Equal Opportunities</p> <p>Knowledge of Health and Safety issues</p>
Training	Willing to attend relevant training

Special Knowledge	An understanding of child development and appropriate levels of childcare
Circumstances	Ability to work when the school is open (Term Time working) Willingness to work flexibly to meet the requirements of the post
Disposition	Ability to motivate individuals to perform effectively Commitment to working in partnership with parents Awareness of and respect for, the needs of the individual child and their families, including multi-cultural and inclusive practices.
Practical and Intellectual Skills	Able to communicate effectively Ability to use IT technology
Legal Requirements	Enhanced DBS Clearance