

## JOB DESCRIPTION

**Title Of Job.** Learning Support Assistant

**Responsible To:** The Head Teacher

**Supervisory Responsibilities:** None.

**Location:** Primarily The Lioncare School, 87 Payne Avenue. Hove. In addition, any other resource owned or run by the Lioncare Group that may be in operation during the period of employment.

**Main purpose of the job:** Learning Support Assistants work under the direction and supervision of teachers in order to help promote effective learning and teaching.

The main purpose of the job is as follows:

1. Assisting in the provision of quality education for each pupil attending the school, and to assist in meeting his or her individual day-to-day educational and pastoral needs.
2. To assist in supporting each pupil in gaining a positive experience of education.
3. To actively assist in promoting and maintaining a group-learning environment.
4. To assist in the creation and implementation of agreed education plans and all associated administrative duties.
5. To act as a positive adult role model for the pupils attending the school.
6. To provide real opportunities for each pupil to gain an experience of being educated in a positive, real, and meaningful way.
7. To be an active member of the team of adults within The Lioncare Group.
8. To adhere to all statutory guidelines and procedures relating to the appropriate provision of education.

**Equal Opportunities** The Board of Directors of The Lioncare Group has a strong commitment to achieving equality of opportunity in the service it provides and the employment of its entire staff and expects all employees to promote this policy in their work.

## GENERAL DUTIES

In accordance with the stated aims and developing practice approach of The Lioncare Group, the duties of a Learning Support Assistant are:

1. Carry out duties in a professional manner at all times whilst employed by The Lioncare Group, and assist, support, and promote The Lioncare Group within the wider market place.
2. Work within the stated aims and objectives of The Lioncare Group, and adhere to all guidance, policies, and procedures as stated in The Lioncare Group, '*Employee Handbook*' and in the school's '*Policy and Procedures Manual*'.
3. At all times working in the best interests of The Lioncare Group, the school, and the pupils, and ensuring the pupil's basic and essential educational and care needs are met.
4. Immediately alerting the Head Teacher or The Directors of concerns regarding inappropriate or unacceptable practice occurring within the school, the organisation or external agencies.
5. Comply with regulations and guidelines as set down by relevant government legislation.
6. Liase in a professional manner with all personnel and agencies associated with the school.
7. Promote good relationships and develop positive links between the school, the pupils, their carers, the local community and all personnel and agencies associated with the school, enabling the pupils at The Lioncare School to participate fully in the life of the local community.
8. Act as a positive role model for the pupils in our care both within the school and when supporting them within the local community.
9. Undertake delegated tasks and instructions from Line Managers to a level of competence expected from the grade of post.
10. Attend meetings when appropriate.
11. Exercise responsibilities under the Health and Safety at Work Act.
12. Ensure the implementation of the company's equal opportunity policy in relation to the adults, pupils, and all others associated with or visiting the school.
13. Participate in consultancy, appraisals, supervision and all other relevant meetings and gatherings.
14. Undertake training as required.
15. Carry out other such duties that may be required from time to time in accordance with the competence of the Position.
16. Generate an open, honest, and supportive atmosphere within the school in order to develop the growth and development of both adults and pupils.

## **SPECIFIC DUTIES:**

In accordance with the stated aims and developing practice approach of The Lioncare Group, the specific duties of a Learning Support Assistant are:

1. Organising and maintaining the stock of materials and distributing resources.
2. Maintaining and cataloguing collections of resources e.g. libraries, collections of computer software, mathematics equipment.
3. Preparing classroom materials by duplicating, setting out and clearing away equipment, making booklets.
4. Making displays e.g. mounting examples of pupil's work, pictures, interest tables under the supervision of teaching staff.
5. Recording educational television and radio programmes.
6. Contribute to the quality of care and welfare of pupils by:
  - building good relationships in contacts with pupils.
  - encouraging good standards of pupil behaviour.
  - supervising non-teaching areas e.g. corridors dining rooms, playgrounds
  - supervising classes during "wet playtimes".
  - escorting pupils both within and outside the premises e.g. between classroom, to home or hospital, on educational visits, swimming lessons, sports events.
  - Helping pupils who need support in putting on coats, shoes etc whilst encouraging independence.
7. Under the direction and supervision of the Class Teacher, support the needs to pupils in effectively accessing the curriculum by:
  - building a positive relationship with pupils and supporting the classroom/school ethos.
  - developing good teamwork with the class teacher and other staff who are supporting pupils.
  - supporting pupils in paying attention, concentrating and staying on task.
  - providing appropriate praise and encouragement to pupils during tasks.
  - supporting pupils working together to encourage team work and cooperation.
  - helping pupils to follow instructions e.g. when moving to group activities and to find resources needed.
  - providing help to pupils in organising their work e.g. following classroom routines for placing work in folders or marking trays.
  - providing relevant information to teachers records and reports on pupil's progress.

- providing support to pupils during lunch/meal times
8. Under the direction and supervision of the Class Teacher, support the quality of learning and teaching in the classroom by:
- supporting pupils play activities e.g. by listening and talking with pupils, joining in play activities, supporting individual pupils where they need help
  - playing games, which practice skills, encouraging sharing, turn taking and cooperation.
  - encouraging pupils oral language development through play, books, stories and personal interaction.
  - supporting literacy development by, for example, reading or telling stories and rhymes guiding them to information books, labelling pupils drawings and models and providing an audience for their reading activities.
  - supporting numeracy development by counting and matching games and rhymes practicing number bonds and tables', building with shapes and developing appropriate language, and supporting practical activities in the classroom, planned as part of the teachers programme e.g. baking.
  - supervising and supporting pupils while they undertake work set by the teachers.
  - supporting record keeping by completing checklists of tasks with individual pupils where appropriate.

The above generalised job description, whilst not exhaustive, broadly encompasses those duties and responsibilities which may be allocation to Learning Support Assistants. It is not intended to be a complete list of all the tasks that a classroom assistant could perform; nor is it intended that a single assistant would be able to take on all the tasks on the list at once.

## **SELECTION CRITERIA / JOB SPECIFICATION:**

The criteria below indicate the qualities that are needed to do the job well. Candidates for the post will be selected according to the extent to which they satisfy these criteria. Evidence of potential will also be considered. Most of the criteria must normally be met in order to qualify for selection.

### **Essential Criteria:**

- A stable and balanced personality able to work under pressure.
- Ability to manage own workload in a clear and structured manner within agreed.
- Respect for young people and the principles of equal opportunities and anti-discriminatory practise.
- Understanding of childcare practice and child development
- A reasonable standard of education.
- Insight into the needs of young people living in the care system.
- A commitment to delivering a quality education and nurture to vulnerable young people.
- A willingness to undertake further training and professional development.
- Good written and oral communication skills.
- Understanding and appreciation of the issues of confidentiality, privacy, and dignity.
- Confidence to use own initiative when appropriate.
- Ability to be assertive without being aggressive.
- A willingness to undertake further training and professional development in relevant areas.
- Good interpersonal skills and ability to work as part of a wider team.
- Reasonable writing and communication skills.
- The ability to adopt a flexible approach to the work and to the working conditions.
- Able to work outside normal working hours if required.

### **Desirable Criteria:**

- Experience gained in the field of special needs education.
- A reasonable level of competency in the use of word-processing and computers.
- A reasonable understanding and awareness of current legislation.
- Knowledge of health & safety procedures and fire safety policy.
- Full driving licence
- Previous experience in a school-based job.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.