Job Description

Job Title:	Learning Support Assistant
Grade:	Band 1, Level 1
Department:	Children and Community Services
Section:	*North Westminster Federation*
Responsible to:	Teacher
Responsible for:	None

Purpose of Job

The Learning Support Assistant will be a member of a multi-disciplinary team, under the leadership and supervision of the teacher/senior staff: will work with individuals/groups to supervise physical/general care of pupils, including those with SEN; enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.

Main Responsibilities

TASKS

SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed

- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive and supportive relationships with parents/carers and pupils
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc.

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher
- Supply the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain 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 policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the School.

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

CHILDREN'S STANDARD

To ensure the best outcomes for Westminster's children, employers in the City Council area have produced a "Westminster Standard" for all members of the children's workforce. This Standard will ensure that all staff working with our children are:

"representative of the Westminster community, flexible, competent and confident, ready to listen to children and their carers, work in partnership with users and colleagues, and committed to safeguarding and providing the best possible service for children, as well as promoting their health and wellbeing".

Person Specification

Job Title:	Learning Support Assistant level 2

Experience *(essential requirements)*

Working with or caring for children and young people with ASD and complex special education needs, ideally in a similar environment.

Qualifications/Training *(essential requirements)*

1. NVQ 2 in teaching assistance or equivalent qualifications or experience
2. First aid training/training in specific medical procedures as appropriate
3. Participate in development and training opportunities

Knowledge/Skills *(essential requirements)*

4. Good numeracy/literacy skills
5. Effective use of ICT to support learning
6. Use of other equipment technology – video, photocopier
7. Knowledge of relevant polices/codes of practice and awareness of relevant legislation
8. General understanding of national curriculum and other basic learning programmes
9. Ability to self-evaluate learning needs and actively seek learning opportunities
10. Ability to relate well to children and adults
11. Knowledge of child development
12. Up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people
13. Commitment to the protection and safeguarding of children and young people.
14. Value and respect the views and needs of children and young people
15. Work collaboratively and supportively with colleagues within the organisation and with colleagues in other organisations
16. Respect and value the different experiences, ideas and backgrounds others can bring to work and to teams
17. Be resilient and demonstrates ability to work well under pressure. Manages time effectively
18. Willing to work willingly within organisational procedures, processes and to meet required standards for the role
19. Committed to continual personal and professional development
20. Reflective and learns from past experiences