

JOB DESCRIPTION

Job information as shown on organisation chart

Job Title: Learning and Social Support Assistant	Post No: GEN84	Grade: HC5
<p>Organisational information:</p> <p>Responsible to: Headteacher</p> <p>Professionally responsible to: <i>(where appropriate)</i></p> <p>Dimensions: <i>(quantifiable measures relating to the post, such as number of staff managed, number of patients, size of local population, budgets and so on)</i></p> <p>Responsible for: No staff responsibilities</p> <p>Key relationships/Functional links with: <i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i></p> <p><i>Internal:</i></p> <p><i>External:</i></p>		
<p>Main Purpose of Job:</p> <p>To support, under the direction of the Headteacher and other designated teachers in the education, care and welfare of children by:</p> <ul style="list-style-type: none"> • Fostering the participation of pupils in the social and academic processes of the school, constantly supporting and being aware of children's needs • To be proactive in promoting inclusion and social equality • To improve self-image, confidence and motivation • To develop better social skills and relationships • Help to enable pupils to become more independent learners • Help to raise standards of achievement for all pupils 		

Main Responsibilities / Accountabilities

The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation

- To assist with the preparation of materials and delivery of the curriculum, including developing skills, confidence and competence in IT
- To direct group activities within and away from the classroom
- To assist with the assessment of children's progress
- To assist with meeting medical, personal, social and behavioural needs
- To improve the social skills and relationships of pupils outside the classroom
- To liaise sensitively and effectively with parents and carers with confidentiality, recognising their roles in pupils' learning
- To work with parents/carers and families to secure positive family support and involvement.
- To contribute to literacy, numeracy and other curriculum support for identified pupils

DATA QUALITY

Council staff

To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

Job Activities:

- Support the ethos of the school and follow school routines and procedures
- Undertake a programme of Induction and attend in-service training within and outside school as directed by the Headteacher
- Be aware of, and maintain, confidential issues as required

Under the direction of the teacher and/or line manager to:

- Assist in the planning and delivery of designated areas of the curriculum
- Support pupils in accessing and understanding lesson objectives
- Assist in the planning, preparation and clearing away of resources necessary for the delivery of the curriculum, including IT
- Support the implementation of the school's behaviour policy
- Direct group activities within and away from the classroom including:
 - implementing 'catch up' programmes with targeted groups;
 - explaining and clarifying tasks;
 - modelling language use and extending pupil's explanations;
 - using questioning to probe understanding and to extend pupil's thinking; and
 - adapting resources to suit learning needs.
- Promote the self-esteem, progress and independent learning of children
- Support the teacher in the identification and assessment of learning needs, adapting resources and delivery as appropriate
- Support the teacher in the assessment, recording, and reporting of pupils' progress

- Supporting pupil's progress by keeping up to date with issues pertinent to the curricular area by continued professional development (for example the National Numeracy Strategy approach to calculation)
- Participate in the planning, delivery and evaluation of individual education plans with the teacher and SEN Co-ordinator
- Provide regular feedback to the teacher and, where relevant, the SENCO on the participation and progress of pupils
- Contribute to reviews of children's progress as required
- Facilitate the inclusion of children with special educational needs, giving them access to the curriculum, both inside and outside the classroom
- Support, as directed, links between home and school
- Liaise, as directed, with other professionals to support children's needs
- Assist with the movement of pupils around the building and surrounding areas and with activities away from the classroom within and outside lesson time.
- Participate in general school activities including assembly, break and lunch-time activities, sports day, school visits etc. as required.
- Be aware of and promote children's general welfare and follow the school's health and safety procedures.
- Assist with the preparation and mounting of display materials
- To participate in relevant training and attend staff meetings if appropriate
- To undertake designated administrative and clerical tasks, in order to support teaching and learning
- Carry out other duties as directed by the Headteacher
- Undergo review of duties and responsibilities according to the school's schedule
- To be prepared to undertake cover supervision if necessary.

This Job Description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.

Other information:

- Disclosure type: enhanced.

General information:

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they

have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:

Line Manager Signature:

Date:

Date Job Description last reviewed:

October 2013

PERSON SPECIFICATION

Job information as shown on organisation chart

Job Title: Learning and Social Support Assistant		Post No: GEN84	Grade: HC5
All candidates will be considered on their ability to meet the requirements of the person specification	Essential criteria		Method of Assessment*
Experience	Experience of working as a Teaching Assistant in a mainstream school (or equivalent)	AF, I	
Skills and Abilities <i>Including personal attributes</i>	<p>The ability and willingness to work flexibly within the school.</p> <p>Have high expectations of all pupils; respect their social, cultural, linguistic, religious and ethnic backgrounds; and are committed to raising their education achievement.</p> <p>The ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and are concerned for their development as learners.</p> <p>Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work.</p> <p>Work collaboratively with colleagues, and carry out their roles effectively, knowing when to seek help and advice.</p> <p>The ability to develop high quality learning resources, under the direction of the teacher.</p> <p>The ability to accurately record and report on pupils' progress.</p> <p>The ability to follow and apply the teacher's instructions and clearly explain these to pupils.</p>	AF, I	

<p>Qualifications and Training <i>including professional qualifications</i></p>	<p>Certificate in Learning Support, GCSE in maths and English, grade C or above or equivalent qualification or appropriate experience.</p> <p>Willingness to improve their own practice through observation, evaluation and discussion with colleagues, and/or undertaking further training, as appropriate.</p>	<p>AF, I</p>
<p>Other Factors <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i></p>	<p>Commitment to working with young people.</p> <p>Commitment to the safeguarding of every child.</p> <p>Willingness to work in support of the inclusive ethos of the school.</p> <p>Willingness and ability to attend Education Days (as appropriate).</p> <p>Police clearance.</p>	<p>I</p> <p>DBS Police Check</p>
<p>Line Manager Signature:</p> <p>Date:</p>		

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

October 2013