

STOKE PARK INFANT SCHOOL



Learning Support Assistant Job Description

JOB TITLE: Learning Support Assistant

Purpose of Job

To actively support and promote the vision and ethos of the school.

To work under the instruction/guidance of teaching staff, Inclusion Manager and SLT. To be an active team member of the school, supporting the inclusion of all children and valuing them equally regardless of their ability and to ensure that all children make progress in their learning. This role will be fulfilled across the whole learning environment, both inside and outside.

Professional Conduct

Have proper and professional regard for the ethos, policies and practices of Stoke Park Infant School

Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships within the school community

Having regard for the need to safeguard children

Uphold the values consistent with those required from teachers by respecting individual differences and cultural diversity

Committing to improve their own practice through self -evaluation and awareness

Specific Duties

Support for Children

- Promote the inclusion and acceptance of all children
- Establish constructive relationships with children and interact with them according to their needs
- Encourage children to act independently, as appropriate.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to children in relation to progress and achievement under the guidance of the teacher.
- Assist with the development and implementation of assessment and screening to identify children's specific needs
- Implement programmes and targets under the direction of the Inclusion Manager and class teacher to close the gap in children's learning
- Monitor children's behaviour and complete ABCC or concerns forms as necessary
- Bring any issues to the attention of the Inclusion Manager

Support for Teacher

- Use strategies, in liaison with the teacher, to support children to achieve their learning goals in the lesson and over time
- Create and maintain a creative, purposeful, orderly and supportive environment
- Provide detailed and regular feedback to teachers on children's achievement, progress and problems after the lesson and over time
- Undertake routine marking of children's learning as appropriate
- Monitor children's responses to learning activities and accurately record achievement and progress
- Promote good behaviour, dealing promptly with conflict and incidents in line with school policy and encourage children to take responsibility for their own behaviour, while keeping the class teacher and other staff informed
- Establish constructive, professional relationships with parents/carers

Support for the Curriculum

- Undertake structured and agreed plans for learning and support, adjusting the learning according to the children's responses or needs.
- Provide support for children dependent on age and stage e.g. Development Matters, Foundation Stage Profile or The National Curriculum. These should be delivered in line with the school vision and teaching and learning philosophy.
- Record achievement and progress and feed back to the class teacher.
- Ensure you have the right resources to support the learning taking place (e.g. maths tool box etc)
- Keep up to date with curriculum and assessment changes

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, and support differences and ensure all children are treated equally
- 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 management as required.
- Assist with the supervision of children during the school day.
- Accompany teaching staff and children on visits, trips and out of school activities as required and take responsibility for a group under the direction of the teacher.

Supervision Arrangements

Post holder to work under the supervision of the Deputy Headteacher.

Deputy Headteacher/SLT to ensure that 1 week of hours is included in the 39 weeks in school (i.e. contract is for 40 weeks but only 39 weeks are term time).