



BABINGTON

HOUSE SCHOOL

LEARNING SUPPORT ASSISTANT JOB DESCRIPTION

Job Title: Learning Support Assistant

Responsible To: SENDCO

Main Purpose of the Job:

The purpose of the job of Learning Support Assistant is to:

- support the needs of individual pupils who require 1:1 support or small group learning.
- encourage pupil independence by teaching life-long skills
- support the teaching of pupils in accordance with the curriculum
- classroom organisation and management
- ensure that each pupil is helped to achieve his or her fullest potential
- development of strategies to prevent bullying and discrimination
- carry out the professional duties of a teaching assistant, all under the direction of the class teacher and SENCO, and
- accept reasonable additional responsibilities as assigned by the Headmaster

Main Duties and Activities:

The job holder will:

- Be an effective Learning Support Assistant, providing support for the SENCO where required, and for the range of children with Special Educational Needs and Disabilities within the school
- Be familiar with the teacher's planning, giving input and feedback to the pupil's class teachers as relevant
- Have the highest expectation of every child, believing that every learner has an unlimited potential for development
- Encourage children towards the independent use of resources and involvement in their learning
- Encourage the children to have high standards in the content and presentation of their work
- Establish and maintain good relationships with colleagues, working as part of the team in all aspect of school development

- Implement equal opportunities in all aspects of school life
- Work in partnership with parents in providing a quality education experience for all the children
- Along with all members of staff, undertake responsibilities as detailed in the School's Health and Safety Manual
- Be responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible, or with whom you come into contact.

Competencies Required:

In order to achieve a satisfactory level of performance in the job, the job holder will be able to possess, or be working towards possession of, the following competencies:

Curriculum content

- Sound knowledge of, and practical skills in, the relevant subjects forming the content of the curriculum appropriate to the age of the pupils
- Development of literacy and numeracy skills
- Influencing the personal and social education of the children in the school
- Planning and preparing coherent teaching programmes and lessons which ensure continuity and progression in the children's learning
- Knowledge of the learning process, curriculum issues and child development

Communication and approaches to teaching and learning

- Clear communication skills using a variety of communications media
- Ability to motivate and sustain the interest of the children, no matter their intellectual ability
- Use of questions designed to stimulate thinking and illicit responses from pupils of all abilities
- Respond appropriately to cultural, gender, linguistic, religious and social differences and to disabilities amongst the children
- Work co-operatively with colleagues and members of the Board of Governors

Classroom Organisation and Management

- Ability to organise lessons to ensure that all pupils in either groups or as individuals are working and achieving productively.
- Maintenance of discipline and promotion of positive behaviour in the classroom
- Creation and maintenance of a stimulating, purposeful, orderly and safe learning environment
- Development of strategies to prevent bullying

Assessment and Reporting to Parents

- An understanding of the principles of different kinds of pupil assessment against national standards

- Ability to monitor, assess, record and report on aptitudes, needs and progress of individual children
- Ability to provide constructive oral and written feedback on the children's progress
- Ability to use the results of assessments to evaluate and improve teaching and to improve the standards of attainment
- Ability to write a summary of each support lesson to provide parents with specific feedback about their child's development.

Values, attributes and abilities

- Commitment and enthusiasm about supporting and teaching as a profession and encouraging children to become learners
- Commitment to promoting pupils' achievements and raising their expectations of themselves and others, in collaboration with colleagues, parents and Governors
- Self evaluation of the quality of teaching effectiveness and ability to set, and achieve, realistic targets for professional development
- Analytical ability in relation to situations and problems which arise in the class, with sound judgement and an ability to find practical solutions
- Ability to quickly form positive and helpful relationships with children and parents
- Ability to undertake the required volume of work, meeting the quality standards expected
- Be active in your own learning

Safeguarding

All staff of Babington House must have due regard to the safeguarding policies and procedures of the school.

This is not an exhaustive list and you are required to be flexible in your approach to carrying out your duties which may change from time to time to reflect changes in the School due to its focus on continuous improvement.

Agreed by Headmaster:

Date: 27th November 2024

Agreed by Jobholder

Date:



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LEARNING SUPPORT ASSISTANT PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none">• A level 3 qualification in Supporting Teaching and Learning in Schools or equivalent is required for this post• a dyscalculia specialism Level 3, is desirable
Experience	<ul style="list-style-type: none">• Experience of supporting children in a school setting in maths up to GCSE Foundation level.
Knowledge	<ul style="list-style-type: none">• Knowledge of subject/technical area• Knowledge of relevant policies, codes of practice and legislation• A basic understanding of child development and learning processes
Skills	<ul style="list-style-type: none">• A general understanding of national/foundation stage curriculum and other relevant learning programmes and strategies• Excellent numeracy and literacy skills• Excellent keyboard and data entry skills• Effective communication skills to be able to develop open and constructive relationships with a wide range of staff and students• Ability to prioritise work effectively• Work well within a team and autonomously• Good organisation and personal management skills
Personal Attributes	<ul style="list-style-type: none">• Commitment to safeguarding of children and young people• To organised and efficient• Willingness to work flexibly when required• Reliable and punctual• Have a friendly and flexible approach to work• To have a good sense of humour• To follow instructions• To keep calm and professional at all times