

# Wood End Park Academy

## Job Description

### Learning Support Assistant

**Responsible to:** the Class Teacher and Year Team Leader

#### Hours to be worked

Hours: 8.50 - 3.20 1 hour lunch (27.5 hours per week) plus 3 training days

#### Main Purpose of the Job

To work with and support the class teacher and other year group staff in supervising and supporting the children across a wide range of activities. To support the class teacher with administrative tasks as and when required (e.g. arranging and preparing resources). To carry out work both inside and outside of the classroom (e.g. small group support).

#### Key Accountabilities

The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation.

#### Main Duties and Responsibilities

- Supervise children working on tasks prepared and set by the class teachers, including adapting tasks to meet the needs of a child;
- Provide guidance and support to enable children to find answers to questions and to complete set tasks;
- Work with pupils individually or in small groups outside of the classroom;
- Contribute to class activities in conjunction with the teacher;
- Make informal observations and write comments in order to support the teacher when evaluating pupil progress and planning next steps;
- Hear children read;
- Provide individual attention for children where necessary;
- Set and promote challenging expectations of all children;
- Assist in the management of behaviour, as specified in the academy's Behaviour Policy;
- Accompany classes on local visits, trips and outings;
- Help teachers supervise children at playtimes;
- Assist class teachers with display work and role-play areas;
- Prepare equipment, tidy resources and help to clear things away;
- Make resources, photocopies etc.;
- Talk informally to parents on the door as required and to develop good relationships with all parents;
- Provide general assistance to the class teacher;
- Provide general assistance within the academy where required;
- By agreement, attend out-of-hours training.

#### General

- Maintain confidentiality in and outside the workplace.
- Support the implementation of school policies, including the Behaviour Policy.
- Promote the social, moral, spiritual and cultural development of pupils, including the promotion of fundamental British values.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Be aware of and understand safeguarding protocol and procedures and the importance of taking appropriate action.
- Attend and participate in staff meetings and training opportunities.
- Carry out any other reasonable tasks/duties as required by the Principal in accordance with the needs of the school and the seniority of the post.

### **Confidentiality**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Wood End Park Academy or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

### **Data Protection**

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984.

### **Safeguarding Children**

In accordance with the commitment of Wood End Park Academy to follow and adhere to the Department for Education guidance entitled "Keeping Children Safe in Education", it is the individual's responsibility to promote and safeguard the welfare of children and young people in the school. Satisfactory DBS clearance is required for this post.

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## Person Specification

*These qualities will be assessed from the application form submitted and responses made at interview*

**JOB TITLE: Learning Support Assistant**

CRITERIA	ESSENTIAL	DESIRABLE
EXPERIENCE	<ul style="list-style-type: none"> <li>• Experience of working with children 3 - 11 years old as an LSA or similar</li> </ul>	<ul style="list-style-type: none"> <li>• An NVQ Level 1/ 2 or above qualification</li> <li>• GCSE English and Maths or equivalent (Grade C or above)</li> <li>• Experience of working in EYFS/Key Stage 1</li> <li>• First Aid qualification.</li> </ul>
SKILLS	<ul style="list-style-type: none"> <li>• Ability to work collaboratively within a team.</li> <li>• Able to work from own initiative.</li> <li>• Ability to deal with challenging situations in an appropriate manner.</li> <li>• Deliver good quality teaching when covering a class.</li> <li>• Communicate effectively with staff, parents and other professionals.</li> <li>• Understanding of cultural diversity</li> <li>• Ability to maintain confidentiality</li> <li>• Able to use ICT for the advancement of pupils' learning</li> </ul>	
KNOWLEDGE	<ul style="list-style-type: none"> <li>• Awareness of Health &amp; Safety standards</li> <li>• Awareness of child protection and safeguarding procedures</li> <li>• Familiarity with the curriculum, age-related expectations of pupils and appropriate teaching methods.</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the beliefs and values of different religious groups</li> </ul>
PERSONAL QUALITIES	<ul style="list-style-type: none"> <li>• Suitability to work with children.</li> <li>• Warmth and enthusiasm</li> <li>• An ambitious approach to promoting children's learning</li> <li>• A personal desire to learn and participate in appropriate training</li> <li>• Ability to listen and act on advice</li> <li>• Good communication skills</li> <li>• Commitment to equal opportunities</li> <li>• Good organisational skills</li> <li>• Initiative and flexibility</li> <li>• Ability to work as part of a team</li> <li>• Being able to deal calmly with difficulties.</li> </ul>	