BRACKNELL FOREST COUNCIL

JOB DESCRIPTION

Job Title: Learning Support Assistant (L2)	Location: Whitegrove Primary School
Salary Range: BG- J	Working Pattern: Everyday, term time, hours define contract

JOB PURPOSE

To work under the supervision and direction of the Headteacher and the Assistant Headteacher for Inclusion.
To work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum, age range or additional needs.

MAIN DUTIES AND RESPONSIBILITIES

- Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher or HLTA, differentiating and adapting learning programmes to suit the needs of allocated pupils
- Assess, record and report on development, progress and attainment as agreed with the teacher
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher
- Plan and evaluate specialist learning activities with the teacher, updating records as required
- Select and adapt appropriate resources/methods to facilitate agreed learning activities
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- LSAs in this role are expected to undertake at least one of the following:
    - Provide support to pupils with learning, behavioural, communication, social, sensory or physical difficulties
    - Provide support to pupils where English is not their first language

Such other duties as may from time to time be necessary, compatible with the nature of the post.

- Learning Support Assistants in this role may also:
    - Establish and maintain relationships with families, carers and other adults, e.g. speech therapists
    - Provide short term cover supervision of classes
    - Be responsible for the preparation, maintenance and control of stocks of materials and resources
    - Invigilate tests
    - Escort and supervise pupils on educational and out of school activities
    - Guide and support pupils in their personal, emotional and social development
    - Prepare and present displays
    - Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas
    - Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
    - Providing intimate care or support when required

- Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews
- Work with pupils not working to the normal timetable.

SCOPE OF JOB (Budgetary/Resource Control, Impact)
The post holder is responsible for ensuring that the school safeguarding policy is adhered to and concerns are raised in accordance with this policy.

BRACKNELL FOREST COUNCIL
PERSON SPECIFICATION

Job Title: Teaching Assistant Level 2	Section: Schools
School: Whitegrove	Grade/Salary Range: Grade J 4- 6

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications And Training	Good literacy/numeracy skills (minimum GCSE or equivalent) NVQ2 in teaching assistance or equivalent qualification or experience. Training in appropriate strategies e.g. literacy and/or in particular curriculum or learning area e.g. ICT, maths, English, bi-lingual, signing, etc. Have undertaken appropriate first aid training. Have undertaken or be willing to attend safeguarding training.	A levels or degree NVQ L3 Specific training/ qualifications linked to the role, e.g. Autism training, Team Teach, T4W training
Competence Summary (Knowledge, abilities, skills, experience)	Extensive experience of working with young people in a learning environment. Good working knowledge of child development and learning processes, relevant policies/codes of practice, national curriculum, relevant learning programmes/strategies and awareness of relevant legislation. Able to plan and deal with conflicting priorities in organising own work schedule. Able to use school ICT to support learning and perform a range of administrative tasks, e.g. check email, record test scores, log incidents of first aid or safeguarding and similar. Able to use other equipment e.g. photocopier and relevant specialist equipment, e.g. hearing aid.	3+ years experience of working with children in a learning setting (nursery or school)

	Perform first aid (if trained) and provide intimate care when needed, Able to relate to and communicate well with children and adults, motivate pupils to learn, clarify and explain instructions to pupils and respond sensitively and flexibly to competing demands. Able to work effectively as part of a team, understand classroom roles and responsibilities and follow and interpret instructions and guidance. Able to learn and take responsibility for own development and share knowledge with colleagues and support their development. Able to deliver educational work programmes, evaluate and implement strategies to enhance learning. Able to work with pupils within the school's behaviour policy. Able to prepare/display relevant resources/materials for teaching and learning activities.	
Work-related Personal Requirements	Experience of dealing with parents and carers. Committed to equality of opportunity Able to demonstrate relevant practical skills for resource preparation.	Able to supervise whole classes.
Other Work Requirements	Able to identify own training needs and actively seek learning opportunities, share knowledge with others, support their development and participate in training and development activities. Suitability to work with children.	