

Job Description – Learning Support Assistant Level 3

Job description for the post of: Learning Support Assistant 3			
Directorate: Children and Young People		Location:	Nelson
Establishment or team:		Marsden Community Primary School	
Grade:	Grade 6	Line manager:	Headteacher
<p>The purpose of this job is:</p> <ul style="list-style-type: none"> To work collaboratively with the teacher in meeting the personal, social and curriculum related needs of pupils, including those with special needs and/or bilingual needs, and to establish positive relationships with pupils, parents, carers and the wider community, and by contributing ideas and strategies. Will assist with the planning, delivery and evaluation of the curriculum and it's differentiation amongst pupils. Would be expected to: <ul style="list-style-type: none"> ❖ plan and implement teaching and learning activities to individuals and groups ❖ undertake supervisory cover for classes within the assigned year group for the academic year. Monitor and evaluate learners' response to these learning activities through observation and recording achievement against pre-determined learning objectives. Provide feedback to teachers and learners. Undertake marking of learners' work and recording achievement/progress where appropriate ❖ establish supportive and constructive relationships with pupils, parents, carers and the wider community Promote positive values, attitudes to learning and good pupil behaviour in line with school policy. Liaise with parents, staff and outside agencies where necessary Establish positive and productive working relationships with learners and actively promote the inclusion of all pupils. Be aware and comply with policies and procedures relating to child protection, H&S, confidentiality and data protection. Report concerns to appropriate person. Attend, and participate in meetings and training activities as required. 			
Core tasks			
<p>In addition to the above duties, the post holder may be required to undertake any of the duties normally associated with the lower graded Teaching Assistant posts-</p> <p>Support for Pupils</p> <ul style="list-style-type: none"> To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupil(s) and to differentiate curriculum content according to the needs of pupil(s). To plan and implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas. To be fully involved in the planning and development, of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of pupil(s). To assist in the devising of pupil's individual targets and their monitoring and review. To support pupils as part of a planned inclusion programme. To monitor and record pupil progress on a regular basis and to prepare reports as required. To assist in the specific medical/care needs of pupils when specific training has been undertaken. <p>Support for the Teacher</p> <ul style="list-style-type: none"> To monitor individual pupils progress and to report on pupils needs, achievements and concerns. 			

- To assist in pupil supervision and the management of pupil behaviour.
- To undertake classroom administrative tasks including the maintenance of records.
- To provide ideas, resources and learning strategies for lessons
- Undertake marking of groups of pupils work and recording of achievement.
- Assist in the supervision of children on visits.

Support for the School

- To assist in providing a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- Assist in the supervision, training and development of other members of staff.

Support for the Curriculum

- To be familiar with the content of the school curriculum.
- To assist in the delivery of appropriate intervention programmes of work.
- To support the use of ICT in learning activities.

Person Specification :

- NNEB/BTEC/National Diploma/NVQ level 3/ CACHE level 3
- 5 GCSE's (including Maths and English) grades A-C
- Effective communication and interpersonal skills with both adults and children
- Good ICT skills – can also use ICT effectively to support learning
- Ability to work independently and use own initiative
- Good attendance and punctuality
- Resilience and ability to be a reflective practitioner
- Being a positive role model to others

Note:

This job description is not designed to be an exhaustive list of duties and responsibilities, but represents the current key areas of work. The content of this post will be reviewed in consultation with the post holder when necessary.

Prepared by:

Julie Charlesworth (Head of School)

Date:

September 2024