

KING'S GROUP ACADEMIES



KING'S ACADEMY COLLEGE PARK

JOB DESCRIPTION

JOB TITLE: Learning Support Assistant

REPORTS TO: Year Leader / Assistant Headteacher

King's Academy College Park is committed to safeguarding and promoting the welfare of children, and young people, and expect all staff and volunteers to share this commitment. DBS Disclosure at Enhanced level will be required prior to any offer of employment.

JOB PURPOSE

- To provide a support service which is complementary to the teaching and learning activities in the school
- To enable pupils' access to learning by supervising and assisting (1-to-1 and in groups) across a wide range of supported learning activities and interventions
- To promote the all-round development and well-being of pupils as directed by a teacher.

DUTIES AND RESPONSIBILITIES

Curriculum Support

- Assist with the planning of curriculum activities by identifying and preparing resources required (eg. reading, word and number games) to support lesson plans, learning and teaching outcomes.
- Prepare materials/equipment (e.g. books, pencils, art supplies, sort games, AVA equipment), preparing and clearing up activities with the pupils.
- Work with individual and groups of children as directed by a teacher, delivering curriculum activities or programmes of work e.g. special educational needs, IEP / EHCP targets, and speech and language therapy.
- Provide unobtrusive guidance and support to enable pupils to find answers to questions and tasks set, using knowledge of each pupil's differing levels of development and ability to ensure progression and continuity.
- Supervise individual or small groups of pupils undertaking teacher-led learning activities by co-ordinating and explaining basic instructions for the activity, adjusting activities within the scope of the lesson plan and learning outcomes in response to pupils' learning.
- Assist pupil achievement by monitoring learning against learning outcomes, informing the teacher of progress/problems e.g. to inform assessment and record-keeping.
- Assist pupils to develop their independence through undertaking tasks for themselves but with support and challenge, as and when required.
- Use ICT as a tool to enable learning.
- Support the development of literacy and numeracy skills of pupils from a wide variety of backgrounds and with differing and diverse needs.
- Maintain classroom resources and designated areas.

Welfare Support

- Assist with the supervision of pupils on their arrival/departure and during the school day, communicating with parents and carers as appropriate.
- Direct and support pupils to change for practical activities and develop self-help skills.
- Help children with personal cleanliness, promote good health and well-being and clean up 'spoiled areas' as required.
- Ensure that pupils work and play together positively and cooperatively, with good behaviour, including playground supervision when timetabled/covering as required.
- Assist with special activities in the school within school hours (e.g. sports days, plays, concerts, open days and accompany on school visits, projects).

General School Support

- Be involved in the wider life of the school.
- Provide clerical and administrative support eg. photocopying, filing, collation of pupil records.
- Report pupil and school issues in line with the School's policies for Health and Safety, Security, Safeguarding, Child Protection, Behaviour Management etc.
- Arrange classroom/school areas to create a positive learning environment including arranging classroom displays.
- Play a part in keeping all areas of the school safe, tidy and well-presented (including kitchen areas).
- Attend meetings and training sessions as required and further own professional development.

Professional Responsibilities

- Communicate effectively with pupils, parents and carers.
- Develop effective professional relationships with colleagues.
- Participate in regular Professional Development Meetings as scheduled and required.
- Communicate and work with other relevant professionals within and beyond our schools.
- Collaborate and work with colleagues, not only in our two schools, but those within King's Group Academies Trust, others locally and beyond.
- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, including the use of social media.
- Have proper and professional regard for the ethos, policies and practices of the school/Trust, and maintain high standards of attendance and punctuality.
- Safeguard and promote the welfare of children and young people, and follow school/Trust policies and the staff code of conduct.
- Undertake such other reasonable duties as may from time to time be required.

Safeguarding

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the academy Child Protection Policy, Safeguarding Policy and Code of Conduct.
- Ensure all issues relating to pupils are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements.

Health, Safety and Security

- Ensure a personal awareness of and compliance with, policies and procedures related to health, safety, and security, confidentiality, and data protection.
- Ensure concerns are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices.

Equity, Diversity and Inclusivity

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity.

This job description may be amended at any time in consultation with the postholder.

To be reviewed regularly as part of the Appraisal Process.



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PERSON SPECIFICATION : LEARNING SUPPORT ASSISTANT

Criteria	Specifics
Qualifications & experience	<ul style="list-style-type: none"> • National Vocational Qualification (desirable but not essential) • Academic qualifications e.g. English & Maths GCSE (Grade C / 4 or above) • Successful primary learning support experience
Skills & knowledge	<ul style="list-style-type: none"> • Demonstrate high quality of communication skills • Understand how children learn and develop • Confidence to work with individuals, small & large groups • Follow & interpret teachers' planning • Display strong interpersonal relationships • Show a love of learning & continuing personal development • Able to provide feedback & maintain confidentiality • Have high expectations of self, other adults and pupils • Ability to work as a member of a team • Commitment to safeguarding & promoting the welfare of children
Personal qualities & attitudes	<ul style="list-style-type: none"> • Positive & proactive attitude • Confidence and commitment • Energy and enthusiasm • Co-operative team-player • Sense of humour & enjoyment • Ability to take a lead & show initiative • Keenness to play a strong part in the wider life of the schools & the Multi Academy Trust