

Uplands Manor Primary School

JOB DESCRIPTION

Job Title	Learning Support Assistant (Level 2)
Band/Job Group	Grade B, SCP 2-4 £18,198-£18,933 pro rata (£9.43-£9.81 per hour)
Hours/Weeks	29
Special Conditions	
Thematic Area	Children & Young People's Service
School	Uplands Manor
Responsible to	Headteacher/SENCO

Job Summary

- To provide classroom support to pupils under the direction of the teacher.

Additional duties and responsibilities

1. Support to Pupils

To assist pupils in the use of resources including IT.

To maintain pupils' interests and motivation.

To assist pupils with dress/changing for activities/personal hygiene.

To support individual and group work assigned by the teacher in raising core skills, support individual education plans (IEP/ISPs).

The care and welfare of pupils to include toileting and feeding as required.

Escorting pupils around school premises/and take home, together with another member of staff.

**General support to pupils in line with special educational needs.*

2. Support to School

To have contact and links with those with parental responsibility during the working day, as part of the normal consultative and educational process.

To be aware of and maintain school policies and procedures.

**Help the school to develop more effective communication by acting as an interpreter/providing translation.*

*indicates area of responsibility for which a SEN Allowance would be paid (delete duty of not appropriate)

Preparation of rooms, equipment and displays.

To maintain school routine.

To promote high standards of behaviour throughout school in accordance with Discipline and Behaviour Policy.

To support the ethos of the school.

To maintain a safe environment.

3. **Support to Teachers**

To deliver pre-planned programmes of work under the direction of a teacher.

To assist in the assessment of pupil attainment/progress.

To undertake duties on a rota basis during mid-morning and mid-afternoon breaks.

To assist the teacher with the supervision of pupils on school trips/visits.

To keep materials and equipment in a tidy and safe manner.

To liaise with teachers and other staff to obtain, exchange and record information on pupils in accordance with school policy.

To support the supervision of individuals/groups of pupils.

4. **Support with Curriculum**

To be involved in planning meetings.

Attendance at appropriate training sessions as required.

To undertake repairs and maintenance of books and equipment.

To develop and prepare curriculum activities/materials.

5. To participate in the operation of the Council's Personal Performance Development Scheme.

6. It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.

7. Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
8. The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work.

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PERSONNEL SPECIFICATION

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Responsible to	Head Teacher/SENCO

Qualifications	NVQ Level 2 in Childcare English & Maths GCSE Grade C or above (or equivalent)
Experience	Experience of working with Primary/Secondary children Experience of working with pupils with SEND Knowledge and understanding of Equal Opportunities Knowledge of Health and Safety issues
Training	Willingness to attend relevant training
Special Knowledge	An understanding of child development and appropriate levels of childcare
Disposition	Ability to motivate individuals to perform effectively Commitment to working in partnership with parents Awareness of, and respect for, the needs of the individual child and their families, including multi-cultural and inclusive practices. A flexible team-player who is committed to the work of the school A calm and supportive manner and a sense of humour

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Practical and Intellectual Skills	Able to communicate effectively A high standard of spoken and written English and Mathematics
	Enhanced DBS Clearance

Registration Requirements:	Yes	No	Description
Is this post a Regulated Activity			
Is the Frequently or Intensive test met			
Is the activity in a Specified place			
Is the activity a specified Position			
Is the post a Controlled Activity			
Is the Frequently or Intensive test met			
Explain the nature of the opportunity for contact			

CRB Disclosure check only	Yes	No	Eligibility Code
Is this post eligible for a CRB check but not registration			

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