

Beech Lodge

Job description: Learning Support Assistant (Primary)

Hours: *To be determined by the school*
Responsible to: *Headteacher, Class Teacher*
Salary: *Beech Lodge pay scale. Dependent on experience*

This role is working with Primary aged pupils

MAIN PURPOSE OF THE JOB

To complement the professional work of teachers by taking responsibility for agreed learning activities under a system of supervision, supported by direction from teaching staff and in line with school policies and guidance. This may involve preparing and delivering learning activities for children and groups, recording and reporting on pupils achievement, progress and development.

- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Engage in and lead play activities at playtimes/lunchtimes to support and model co-operative and collaborative play
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

SUPPORT FOR TEACHERS

- Organise and manage appropriate learning environment and resources
- Within an agreed system of supervision, assist in delivering teaching and learning objectives
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback as required on pupil achievement and progress
- Record progress and achievement in lessons/activities
- Work within an established managing behaviour policy to anticipate and manage behaviour constructively promoting self-control and independence
- Supporting the role of parents in pupils' learning and contribute to meetings with parents to provide constructive feedback on pupil progress
- Any other duties as outlined by the Class Teacher and Headteacher

SUPPORT FOR THE CURRICULUM

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Recognise own strengths and areas interest or expertise and use these to lead, advise and support others
- Deliver out of school learning activities within guidelines established by the school
- Contribute to the identification and delivery of appropriate out of school learning activities which consolidate and extend work carried out in class

Arrangements for appraisal of performance:

There is an annual appraisal cycle carried out by line managers which seeks to acknowledge success, resolve problems and identify training/development needs.

PERSON SPECIFICATION

The ideal candidate will be energetic, enthusiastic and have a can-do attitude. Compassion, warmth and empathy towards children with social, emotional and learning difficulties is essential. You must be resilient, hardworking and have the ability to take initiative when necessary. A hardy pair of wellies and an enjoyment of the outdoors is essential.

Relevant experience is preferable but not essential.

A desire to work with children and in education is essential.

Beech Lodge School is committed to equal opportunities for all whilst safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All posts are subject to an enhanced DBS check, references and the right to work in the UK.

School application forms only - CV's are not accepted for any position within the school