**Learning Support Assistant/Specialist Support Assistant**

**JOB DESCRIPTION**

**Job details**

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| --- | --- |
| Salary range: | H2 |
| Hours: | 8:45 – 12:45 |
| Contract type: | Part time - 5 days per week Fixed Term (to the end of the academic year initially)  |
| Reporting to:  | Head Teacher |

**Main purpose**

The LSA/SSA will:

* Work with class teachers to raise the learning and attainment of pupils
* Promote pupils’ independence, self-esteem and social inclusion
* Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

*N.B. The duties listed below are not an exhaustive list of requirements.*

**Key responsibilities**

**Teaching and Learning:**

* Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
* Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
* Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
* Use effective behaviour management strategies consistently in line with the school’s policy and procedures
* Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
* Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
* Observe pupil performance and pass observations on to the class teacher
* Supervise a class if the teacher is temporarily unavailable
* Use ICT skills to advance pupils’ learning
* Undertake any other relevant duties given by the class teacher

**Planning:**

* Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
* Read and understand lesson plans shared prior to lessons, if available
* Prepare the classroom for lessons

**Working with staff, parents/carers and relevant professionals:**

* Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
* Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
* Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
* With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
* Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
* Collaborate and work with colleagues and other relevant professionals within and beyond the school
* Develop effective professional relationships with colleagues

**Health and Safety:**

* Promote the safety and wellbeing of pupils, and help to safeguard pupils’ wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school’s child protection policy
* Look after children who are upset or have had accidents

Professional development:

* Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
* Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
* Take part in the school’s appraisal procedures

**Safeguarding:**

* Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
* Promote the safeguarding of all pupils in the school.

**LSA/SSA – PERSON SPECIFICATION**

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| --- | --- | --- |
| **Qualifications** | **Essential/****Desirable** | **How identified**Application (A)Reference (R)Interview and Observation (I) |
| * GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths
* First-aid training, or willingness to complete it
* Other relevant childcare or teaching Assistant Qualifications
 | **E****D****D** | **A** |
| **Experience** |  |  |
| * Experience working in a school environment or other educational setting
* Experience working with children / young people
* Experience planning and delivering learning activities
* Good knowledge and understanding of learning and teaching at Key Stage 2
* Excellent subject knowledge
* Understanding about behaviour management in schools
 | **D** | **A****I** |
| **Skills and Knowledge** |  |  |
| * Good literacy and numeracy skills
* Good organisational skills
* Ability to build effective working relationships with pupils and adults
* Skills and expertise in understanding the needs of all pupils
* Knowledge of how to help adapt and deliver support to meet individual needs
* Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils
* Excellent verbal communication skills
* Active listening skills
* The ability to remain calm in stressful situations
* Knowledge of guidance and requirements around safeguarding children
* Good ICT skills, particularly using ICT to support learning
* Understanding of roles and responsibilities within the classroom and whole school context
 | **E** | **R****I** |
| **Professional Qualities** |  |  |
| * Enjoyment of working with children
* Sensitivity and understanding, to help build good relationships with pupils
* A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school
* Commitment to maintaining confidentiality at all times
* Commitment to safeguarding pupil’s wellbeing and equality
* Resilient, positive, forward looking and enthusiastic about making a difference
* Capacity to inspire, motivate and challenge children and young people
 | **E** | **A****I** |
| **Safeguarding** |  |  |
| * Commitment to the safeguarding and protection of children and to the personal development of our pupils;
* Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety
* Knowledge of child protection procedure
 | **E** | **A****R****I** |

**Learning Support Assistant/Specialist Support Assistant – ADVERT**

“Pupils and adults are treated well and thrive within a culture of care and kindness. Strong partnerships with families, the local church and community make significant contributions at this harmonious school.” – SIAMS, October 2024.

Aldbury School is a warm and welcoming school situated in the heart of the rural village of Aldbury. Close to Tring we welcome a wide range of pupils, some of whom require additional support in their learning, play and development. Our school Vision is to help children ‘to live life in all it’s fullness’ (John 10:10), if this sounds exciting to you - we’d love to hear from you.

We are looking for a dynamic and inspirational individual to join our classroom support team in either Key Stage 1 or 2. The role is a new position in the school and as such we can be flexible within our existing team depending on the knowledge and experience you bring to the school. General duties would include supporting specific pupils or group in the classroom throughout the morning, supervising the pupils across the school over lunch and delivering some targeted interventions. Experience is not necessary although is desirable and full training will be given by our passionate SENCo.

We can offer you friendly, well behaved and enthusiastic children, experienced and inspirational teachers and a wonderful school community.

We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment.  Successful applicants will be required to apply for an enhanced DBS check.   Applications will only be accepted using the official HfL application form.

If sufficient candidates apply we reserve the right to close his advert early

Closing date: 7th February 2025

Interviews: TBC