



Learning Support Assistant

Pay grade – H1 – H3 Depending on experience

Purpose of the role: To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff. May be responsible for some learning activities within the overall teaching plan. The role has a strong inclusion element.

Responsibilities:

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Support the teacher in monitoring, assessing and recording pupil progress/activities
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support pupils in social and emotional well-being, reporting concerns to the teacher as appropriate
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all pupils as required

Teaching Assistants in this role may also undertake some or all of the following:

- Support children's learning through play
- Work with individuals or small groups of pupils with special educational needs

- Work with pupils for whom English is not their first language
- Assist in escorting and supervising pupils on educational visits and out of school activities
- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
- Assist pupils with eating, dressing and toileting, as required, whilst encouraging independence
- Assist with break-time supervision where appropriate including facilitating games and activities
- Support pupils in using basic ICT

Knowledge

- NVQ level 2 (or equivalent) in numeracy and literacy
- Basic knowledge of ICT
- Basic knowledge of Health, wellbeing and safety
- Awareness of Keeping Children Safe
- Awareness of Data protection and confidentiality
- Basic knowledge of First Aid
- Understanding of the Schools Ethos, Vision and Values

Competencies

- Communication (written and verbal)
- Problem Solving
- Team working
- Active Listening
- Motivation
- Resilience
- Sensitivity

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act

1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.