

**Headteacher
Mrs Elaine Close**



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Hertfordshire County Council

<http://www.stonehill.herts.sch.uk>

Job Description: Learning Support Assistant

Pay grade – H2

Purpose of the role: To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

Responsibilities:

- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
- Support pupils to understand instructions, support independent learning and inclusion of all pupils
- Support the teacher in behaviour management and keeping pupils on task
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils' work and contribute to maintaining a safe environment

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

- Record basic pupil data
- Support children's learning, including pupils requiring 1:1 and small group support
- Assist with break-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Knowledge, Skills & Abilities:

- Working at or towards National Occupational Standards (NOS) in Supporting Teaching and Learning (core and relevant optional units as required) reflected in the Level 2 NVQ and Level 2 Certificate in Supporting Teaching and Learning on the Qualification and Credit Framework or equivalent experience
- Carry out allocated tasks under the supervision of a teacher
- Communicate with pupils to support learning and development and encourage acceptable behaviour; exchange information with staff, parents/carers
- Knowledge of and compliance with policies and procedures relevant to child protection and health and safety
- Setting up and use of educational equipment and/or keyboard skills



Supervision:

- The jobholder will usually be managed by a member of the school's Senior Leadership Team.
- Day to day direction/supervision will usually come from the class teacher or individual covering the class in the absence of the class teacher.
- Responsible for the supervision of practical learning activities of individuals or small groups of pupils under the direction of the teacher or other professional
- The postholder may demonstrate own duties to new or less experienced staff, e.g. shadowing.

Problems, Demands & Decisions:

- Follows detailed instructions and/or is closely supervised; problems are generally referred.
- Working with individuals or small groups of pupils requiring mental and sensory concentration; work is regularly interrupted, although this does not normally require switching from one activity to another.
- Occasionally exposed to emotionally demanding behaviours and situations as a result of attending to pupils' personal needs and assisting with behaviour management

Dimensions:

- Responsible for the safe use of equipment, such as play and standard ICT equipment
- Will record basic pupil data.

Physical Effort

- Combination of standing, sitting or walking
- Requirement for standing for long periods and/or working in awkward positions e.g. sitting on low chairs
- The job may involve lifting children, for example, after falls or accidents.

Working Environment:

- Some exposure to unpleasant conditions, including noise, outdoor working, verbal abuse
- Some occasional support required to support pupils with toileting issues where nappies are being used
- The job may include clearing up of blood or other bodily fluids of children after accident or sudden illness.

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 & Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

