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| **Job Description** |

**TITLE OF JOB : LEARNING SUPPORT ASSISTANT**

**LOCATION : LEAVESDEN GREEN JMI SCHOOL & NURSERY**

**GRADE : H2**

**1. JOB OUTLINE**

**1 a) REASON JOB EXISTS**

To provide high level support to teachers in the management of pupils’ learning.

**1 b) DUTIES**

* Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters
* Prepare classrooms and clear afterwards and assist with the display of pupils' work
* Provide non pedagogical support, e.g. photocopying, accessing and using computer, filing, collecting money, record keeping
* To implement the Learning behaviour policy using the strategies of restorative practice
* Assist with the planning, delivery and assessment of learning activities
* Accompany teachers and pupils on out-of-school activities and take responsibility for a group, under the direction of a teacher
* Administer routine tests when directed
* Liaise with parents and carers, under the direction of a teacher
* To be proficient in the use of computing so that emails are read regularly and responded to if necessary and the school calendar is accessible
* Assist with the development and implementation of graduated plans and personal care programmes
* From time-to-time, supervise whole classes during the short-term absence of a teacher
* Within an agreed system on supervision, plan, deliver and evaluate programmes of work that meet teaching and learning objectives, once trained

**1 c) EQUALITIES**

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

**1 d) HEALTH AND SAFETY**

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

**1 e) DISCLOSURE BARRING SERVICE**

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 Disclosure Barring Service 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.

**1 f) ADDITIONAL INFORMATION**

The jobholder is required to contribute to and support the overall aims and ethos of the school.

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

**\*\* 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.**

**2.** **ORGANISATION CHART**

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| **HT** |
| **DHT** |
| **Other Senior Leaders** |
| **Teachers, Learning support assistants, HLTA and 1-1 Learning support assistants** |

**3.** **SUPERVISION**

A member of the Senior Leadership manages the jobholder.  The school’s performance management policies and practice determine the frequency of meetings.

No supervision of staff.

**4.** **JOB CONTEXT**

The jobholder is one of a team of teachers and assistants who support the learning of pupils.  Flexibility by all staff is important in order to meet the varied needs of pupils.

The job holder is managed by a member of the Senior Leadership Team but may work with several teachers.  The jobholder works under the day-to-day supervision of the teacher to whom he/she is assigned.

**5.** **CONTACTS**

The jobholder works with teachers and pupils and is likely to have planned contact with parents or carers.

**6.** **KNOWLEDGE, EXPERIENCE AND TRAINING**

* Experience of working with children of the relevant age.
* Numeracy and literacy skills equivalent to NVQ level 2 or GCSE grade C in English and Maths.
* Understanding of the curricular requirements of the school, these to include statutory requirements.
* Ability to make effective use of modern technology to support teaching and learning.
* Ability to work with a minimum of supervision and within a team.
* Ability to manage pupils in a classroom setting.

**7. PHYSICAL EFFORT**

The job may involve lifting children in an emergency

**8. WORKING ENVIRONMENT**

The job may include clearing up blood or other bodily fluids of children after accident or sudden illness.