



**Job Title: Inclusion Learning Support Assistant**

**Pay Scale: H2**

**Main purpose**

To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan.

**Key responsibilities**

1. Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
2. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
3. Support the teacher in monitoring, assessing and recording pupil progress/activities.
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
5. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
7. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate.
8. 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:**

1. Work with individual pupils with special educational needs.
2. Work with pupils for whom English is not their first language.
3. Assist in the development of individual development plans for pupils (such as Individual educational plans).
4. Support the work of volunteers and other teaching assistants in the classroom.
5. Support the use of ICT in the curriculum.
6. Invigilate exams and tests.
7. Assist in escorting and supervising pupils on educational visits and out of school activities.
8. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays.
9. Support pupils in developing and implementing their own personal and social development.
10. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.



11. Monitor and manage stock and supplies for the classroom.

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.

### **Job Context**

- The job is one of a set of teaching assistant jobs whose evaluated pay grade is determined by the level of responsibilities.
- 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.
- Work will follow the learning patterns appropriate to the school day and year group under the direction, guidance and direct supervision of the classroom 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. Under guidance from the teacher provides feedback to pupils on attainment and progress.

### **Knowledge, Skills & Abilities**

- Requires knowledge and procedures for supporting and leading learning activities.
- Requires knowledge and skills equivalent to NVQ level 2 in Supporting Teaching and Learning or have equivalent experience; may be working towards NVQ level 3 and/or national occupational standards.
- Resolves problems in relation to providing learning activities. May contribute to planning of activities for the session, day or week.
- Communicates with pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary. Exchanges information with staff, parents/carers.
- Knowledge 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 management team or by a more senior teaching assistant but may work with several teachers.
- Day to day direction/supervision will usually come from the class teacher or individual covering the class in the absence of the class teacher to whom he/she is assigned.
- The post holder will follow detailed instructions and/or is closely supervised with little scope for discretion; problems are generally referred.
- The post holder will have no supervision responsibilities of other staff.
- The post holder may demonstrate own duties to new or less experienced staff.



### **Problems, Demands & Decisions**

- Follows detailed instructions and/or is closely supervised with little scope for discretion; problems are generally referred.
- Working with individuals or groups of pupils requiring mental and sensory concentration; work is regularly interrupted as part of the normal working pattern.
- Occasionally exposed to emotionally demanding behaviours and situations as a result of attending to pupils' personal needs and assisting with behaviour management.
- May have demands arising from ongoing involvement with pupils with special educational needs

### **Dimensions**

- May handle small amounts of cash e.g., for school visits.
- May be issued with a laptop where appropriate, other equipment in use will likely be for short term use to aid teaching and learning.
- Responsible for the careful and safe use 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 blood or other bodily fluids of children after accident or sudden illness.

### **Health and Safety:**

- To be aware of and comply with the school's health and safety policies.

### **Communication:**

- Communicate effectively with pupils, parents/carers, colleagues, wider school community and governors.

### **Safeguarding:**



- To be aware of and comply with Letchmore's safeguarding policies.

**Data Protection:**

- To be aware of and comply with responsibilities under the Data Protection Act 2018 and General Data Protection Regulation for the security, accuracy and significance of personal data held on paper or electronic systems.

Staff members name: \_\_\_\_\_

Staff members signature: \_\_\_\_\_

SLT members name: \_\_\_\_\_

SLT members signature: \_\_\_\_\_

Date: \_\_\_\_\_

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.

This role will be reviewed annually as part of the PMD process

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