



## St Mary and All Saints C of E Primary School

### Job Description – Learning Support Assistant

**Pay range: NJC scale 14 to 17**  
**Health & Safety Level 1**


#### **Main Tasks/Accountabilities**

- Work with small groups or individuals giving support for individual curriculum programmes and assist the teacher with social skills e.g. preparation for PE.
- To work with the SEN/Subject co-ordinator and help deliver the specific programmes e.g. BfL to small groups of children
- To aid the teacher in classroom discipline reinforcing the teacher's standards of behaviour and tidiness within the classroom
- Work with and supervise small groups of children using ICT equipment/software
- Accompanying groups or individuals around school e.g. library.
- Regularly report back to the teacher on pupil's progress and areas of concern
- Liaise with class teacher on a daily basis to discuss class tasks, carry out tasks set by a qualified teacher
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- Prepare class lists, worksheets and carry out general examination administration tasks and maintain class records at the request of the class teacher
- Preparation of classroom/education materials and organise supplies of classroom/educational materials and equipment
- Collect and record payments of pupil's monies e.g. lunch, school trips and assist with classroom administrative tasks e.g. photocopying, filing
- First Aid and/or lunchtime/break time playground supervision if required
- Attend staff training, after school meetings, school educational trips and special occasions in the school's annual calendar (if appropriate).

## PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

<p><b>Knowledge/Qualifications:</b></p> <ul style="list-style-type: none"> <li>• NVQ Level 2 / CACHE Level 2 Certificate or equivalent</li> <li>• Good standard of general education e.g. GCSE English, Mathematics and Science</li> </ul>
<p><b>Skills/Abilities:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of the national school curriculum</li> <li>• Good questioning skills</li> <li>• Good observation and assessment skills</li> <li>• Ability to work within a team working environment and also able to work independently</li> <li>• Excellent communication and interpersonal skills</li> <li>• Confidentiality at all times</li> </ul>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• At least 1 or 2 years' experience of working with children and particularly children with special educational needs is desirable</li> </ul>
<p><b>Personal Qualities:</b></p> <ul style="list-style-type: none"> <li>• Calm under pressure, adaptable and energetic</li> <li>• A caring and positive attitude</li> <li>• A good listener and sensitive to pupils needs</li> <li>• A sense of responsibility</li> <li>• Positive behaviour management</li> <li>• A good sense of humour</li> <li>• Flexibility and use of initiative is very important</li> </ul>
<p><b>Special Factors:</b></p> <ul style="list-style-type: none"> <li>• Needs to work flexibly to accommodate educational trips (may include residential)</li> <li>• Responsibility for first aid if required</li> </ul>

<p>Signed: Post holder</p>	<p>Date:</p>
<p>Signed: </p> <p>Chair of Governors</p>	<p>Date: 20/05/2015</p>