



## **Ashford Park Primary School**

***Inspiring a love for lifelong learning***

***"Ashford Park is a Good school."***

***"The school's welcoming and positive atmosphere underpins good teaching and behaviour."***

**Ofsted October 2018**

### **Job profile**

The primary role of the Learning Support Assistant is to support the class teacher to enhance pupils' learning either in groups or individually, ensuring pupils understand the work set, know their learning objectives and stay on task in order to make progress. Promoting self-belief, social inclusion and a high self-esteem play an integral part to pupils' well-being; ensuring pupils thrive in a positive, nurturing, safe environment. It is an active role supporting the learner to access the curriculum. You will be a good role model, act with honesty and integrity, take part in team meetings; contribute to planning and class activities.

### **Key Responsibilities:**

- Supporting the class teacher to enhance learners' progress and development either in groups or individually
- Ensuring that learners understand their work, know their learning objectives, and display positive learning behaviours in order to make progress
- Use initiative, sensitivity and understanding to deliver individual and small group teaching under the professional direction and supervision of a qualified teacher
- Help the class teacher with the planning, preparing, monitoring and assessing of learning activities
- Use ICT to support the teaching and preparing of resources
- Be familiar with pupil's individual targets, learning plans and EHCP outcomes
- Establish positive relationships with learners and promote positive behaviours, consistently applying the school's behaviour policy
- Provide support for pupils' emotional and social development by encouraging and modelling positive relationships
- Interact with all learners. This includes but is not limited to high attaining, SEND, EAL, and disadvantaged learners.
- In collaboration with the class teacher, liaise with parents and other professionals, maintaining a professional approach at all times
- Have a good understanding of key school policies and procedures, especially Safeguarding and Health and Safety Policies, reporting concerns to the appropriate person.
- Be responsible for promoting and safeguarding the welfare of pupils
- Respect the confidentiality of pupil information and respond sensitively to pupils' needs
- Contribute to the overall ethos and aims of the organisation and promote diversity, inclusion, equality and acceptance of all learners in line with school policies
- Assist the teachers to prepare the classrooms and clear up after use keeping the classroom in good order.

- Provide general admin support to the teacher
- Supervise pupils at breaks and lunch
- Accompany pupils on trips and outside learning
- Demonstrate good subject and curriculum knowledge
- Proactively improve own practice through observation, training and discussion
- All staff to work towards the School Improvement Priorities promoting a mutually respectful professional and positive school environment

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the LSA will carry out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by the head teacher or line manager.

### Person specification

Criteria	Qualities
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• 5 GCSEs, including Maths and English, Grade C or above or 4/5 (new grading).</li> </ul> <p>Please note apprentices without English and Maths at Level 2 must achieve these prior to taking the End Point Assessment.</p>
<b>Desired skills and personal qualities</b>	<ul style="list-style-type: none"> <li>• Good communication and problem-solving skills</li> <li>• Understand the specific needs of learners and use strategies to support all learners to achieve their learning goals</li> <li>• Organisation skills</li> <li>• Promote engagement and teach learning behaviours to support the development of independent learners.</li> <li>• Reflect on practice and identify appropriate professional development opportunities with the support of colleagues.</li> <li>• Recognise the importance of using appropriate technology to support learning.</li> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Have high expectations for children’s attainment and progress</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Flexibility, trust, professional conduct, confidentiality and being respectful</li> <li>• Promote and exemplify positive behaviour and uphold the school ethos</li> <li>• Be patient, enthusiastic and open to new ideas</li> <li>• Work collaboratively and constructively with the whole school team.</li> </ul>

**Notes:**

This job description may be amended at any time in consultation with the post-holder.

**Ashford Park Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Applicants will be subject to an Enhanced DBS check.**