


Westfield School	
Post: Learning Support Assistant	
Responsible to: SEND Co-Ordinator/Headteacher	
<p>Job Purpose:</p> <p>Under the direction of the teaching staff/managers, to assist with the care of individuals or groups of pupils, to support their learning and development and ensure their safety.</p> <p>Support for Pupils</p> <ul style="list-style-type: none"> • To attend to the educational, personal and social needs of pupils and any other requirements depending on the pupil's special needs and, wherever possible, make these part of the learning experience. • To work with individuals and small groups delivering interventions dependant on pupils' needs. • To promote and support the inclusion of all pupils in the learning activities in which they are involved. • Whilst there may be a specific requirement to support a named pupil or pupils with a Statement of Special Educational Needs, support to other pupils may also be required, at the direction of the Headteacher/SEND Co-ordinator. • To assist with preparation for school visits e.g. administration and collection of money from pupils in named envelopes and ensure it is forwarded to the school office, in accordance with school procedures and supervision of pupils on such visits, as directed by the teacher. <p>Support for Teachers</p> <ul style="list-style-type: none"> • To assist in the efficient preparation, maintenance and use of classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient use of school resources (this may include photocopying, arranging displays of work etc) • To assist teachers with educational activities in the classroom to support pupils' learning and development. • To work with individuals and groups to support expectations of acceptable personal and social behaviour and on basic tasks help to make these part of the learning experience. • To assist with record-keeping on pupils as required, including information on pupil progress. • To assist the class teacher in delivering IEPs, as necessary. <p>Support for the Curriculum</p> <ul style="list-style-type: none"> • To support the teaching of literacy, numeracy or other specific curriculum areas/ specialisms are required and agreed with the Headteacher eg by setting up and running Homework, Handwriting and Reading Clubs. 	

Support for the School

- To work effectively with colleagues as part of a team; at all times working within the school’s policies and procedures.
- To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Headteacher/Manager.
- To attend staff meetings, participate in performance management arrangements and undertake training and development activities.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
- To undertake tasks of a similar nature and level, as directed by the Headteacher/Manager.

Signed.....Date.....

Signed.....Date.....
Headteacher

PERSON SPECIFICATION

JOB TITLE:

Learning Support Assistant

Attributes	Essential	Preferred
Education/ Qualifications	NVQ Level 2 or equivalent	
Experience	Minimum of 6 months' experience of working with children in an educational setting, within the last 5 years	2 years' experience of working with children in a school
Skills/ Knowledge/ Aptitude	<p>Understanding educational needs of children.</p> <p>Ability to contribute to the planning and development of educational activities.</p> <p>Ability to work collaboratively with others.</p> <p>Ability to work without constant supervision.</p> <p>Ability in the use of IT in a classroom setting.</p>	Knowledge of planning and development of educational activities.
Motivation	<p>Willingness to be flexible.</p> <p>Willingness to undertake appropriate further training.</p> <p>Commitment to equality principles</p>	
Physical	Ability to meet physical needs of pupils.	
Other	Willingness to undertake First Aid training	Current First Aid Certificate