

JOB DESCRIPTION:

Learning Support Assistant Level 2/3 *with standards*

Name of School: [Fox Primary School]

Line Manager: [Paul Cotter

Grade: Range A (Scale 3 –4)

Main Purpose of Job

1. To work under the guidance of the class teacher to support teaching and learning in the classroom
2. To provide general support to the class teacher in the management and organisation of the pupils and the classroom
3. To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment
4. To promote the inclusion of all pupils ensuring they have equal access to opportunities to learn and develop
5. To be responsible for promoting and safeguarding the welfare of children and young people within the school

Main Responsibilities

Support for the Pupils/ Families

- To deliver pastoral and learning support (STL2, STL11, STL18, STL23, STL8)
- To provide feedback to pupils in relation to progress and achievement. (STL24, STL29, STL30)
- To establish and develop productive working relationships with pupils acting as a role model and developing 1:1 mentoring arrangements and providing support for distressed pupils (STL4, STL20, STL41)
- To work with pupils, understanding how to motivate and encourage them to develop and achieve. (STL2)
- To provide support for pupils to broaden and enrich their learning (STL1, STL2, STL11, STL18, STL41)
- To work with the SENCO and other teachers to develop and implement IEPs and behaviour mentoring plans (STL5, STL19, STL24, STL30, STL25)
- To understand the individual needs of children and be responsible for advising them on social health and hygiene (STL41)
- To promote the inclusion and acceptance of all pupils within the classroom. Encourage pupils to interact and work co-operatively with others and engage in all activities (STL20)
- To read with individual children and groups and complete reading records as directed by the class teacher (STL18, STL23, STL25)

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- To work with small groups of children and to take responsibility for their learning (STL2, STL18, STL19, STL23, STL25, STL26, STL30)
- To support a child with disabilities or special educational needs (STL12)
- To support children in mixed ability groupings ensuring that they understand tasks and learning objectives (STL1, STL18)

Support for the Teachers

- Within an agreed system of supervision, to work with the teacher to develop lessons, work plans and the classroom environment (STL5, STL23, STL24, STL31)
- To assess, feedback and record the achievements and progress of pupils through agreed monitoring systems (STL9, STL17, STL23, STL24, STL29, STL30)
- To establish and maintain constructive relationships with parents/carers by:
 - supporting their role in pupils' learning
 - providing constructive feedback on pupils progress and achievements
 - facilitating their support for their child's attendance
 - support home to school/community links(STL20, STL24, STL30)
- To develop behaviour management strategies. To be proactive in managing behaviour and promote self-control, independence and integration (STL19)
- To support pupil transitions and attend parents evenings as appropriate (STL20, STL60)
- To accompany teachers and classes on educational visits (STL 59)
- To work with the class teacher to complete administration tasks and prepare displays (STL16, STL31)

Support for the School

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person (STL3, STL20)
- To contribute to overall ethos/work/aims of the school (STL20, STL21, STL22)
- To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class (STL23, STL24)
- To attend and participate in regular meetings, and in training and other activities as required (STL21)
- To assist in the general care of the school environment (STL31, STL57)
- To assist with children at the beginning and end of the day and in the playground as required (STL3, STL41, STL19)
- To support the appraisal system for support staff (STL21)

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- Within an agreed system of supervision, to facilitate learning during short periods of teacher absence for planned meetings (STL1, STL5, STL21, STL23)

Support for the Curriculum

- Within an agreed system of supervision, to deliver learning and teaching activities and adjust these when necessary (STL2, STL8, STL11, STL18, STL23, STL25, STL26)
- To be responsible for management of stock levels and for maintenance / quality /safety of specialist equipment (STL31)
- To use and prepare specialist equipment, plans and resources necessary to support learning activities, taking into account pupil's interests, language and cultural backgrounds (STL7, STL8, STL11, STL18, STL31)
- To assist with the development of Literacy, Numeracy and ICT skills and to support their use in learning activities (STL6, STL11, STL18, STL23, STL25, STL26, STL27)
- To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher

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Both Level 2 and 3 National Occupational Standards (NOS) are relevant to the RBKC generic TA job description. A new TA will be expected to meet the Level 2 standards and then progress to level 3. This progress will be mapped out using the RBKS NOS tracking form as part of the performance management process

Level 2 core standards	
STL1	Provide support for learning activities
STL2	Support children's development
STL3	Help to keep children safe
STL4	Contribute to positive relationships
STL5	Provide effective support for your colleagues
STL19 (L3)	Promote positive behaviour
Other level 2 optional standards identified in generic job description	
STL6	Support numeracy and literacy activities
STL7	Support the use of information and communication technology for teaching and learning
STL8	Use information and communication technology to support pupil's learning
STL9	Observe and report on pupil performance
STL11	Contribute to supporting bilingual and multi lingual pupils
STL12	Support a child with disabilities or special education needs
STL16	Provide displays
STL17	Invigilate tests and examinations

Level 3 core standards	
STL3	Help to keep children safe
STL18	Support pupil's learning activities
STL19	Promote positive behaviour
STL20	Develop and promote positive relationships
STL21	Support the development and effectiveness of work teams
STL22	Reflect on and develop practice
Other level 3 optional standards identified in generic job description	
STL8	Use information and communication technology to support pupil's learning
STL23	Plan, deliver and evaluate teaching and learning activities under the direction of a teacher
STL24	Contribute to the planning and evaluation of teaching and learning activities
STL25	Support literacy development
STL26	Support numeracy development
STL27	Support implantation of the early years curriculum
STL29	Observe and promote pupil performance and development
STL30	Contribute to assessment for learning
STL31	Prepare and maintain the learning environment
STL41	Support pupils with behaviour, emotional and social development needs
STL59	Escort and supervise pupils on educational visits and out of school activities
STL60	Liaise with parents, carers and families