



Parkside Middle School

Job Description

Designation: Learning Support Assistant (Level 3)
Responsible to: Assistant Headteacher
Hours of work: Variable - Term time only – Plus 5 TED Days

JOB PURPOSE

This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities in order to support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

KEY FUNCTIONS

- To provide a complimentary service to existing teachers and pastoral staff in the school, addressing the need of children who require help to overcome barriers to learning both inside and outside the school, in order to achieve their full potential.
- To provide a complimentary service to existing teachers and pastoral staff in the school, to enable the school to raise standards of achievement, improve attendance and raise standards of behaviour.
- To work in a pastoral role with identified children's families and work in partnership with other professional agencies.
- To work under the guidance of teaching staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.
- To, on occasions, supervise whole classes during the short-term absence of teachers.

SPECIFIC RESPONSIBILITIES

Support for the pupil:

- Work with pupils on individual targets set by teaching staff.
- Organise liaison on behalf of pupils with colleagues, parents and outside agencies in a professional manner being aware of confidentiality.
- Establish productive working relationships with learners, acting as a role model and setting high expectations.
- Encourage learners to interact and work co-operatively with others and engage all learners in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to learners in relation to progress and achievement.
- Support pupils with literacy and numeracy skills.
- Support pupils to access the curriculum.
- Be aware of and support difference and ensure all learners have equal access to opportunities to learn.

Support for teachers/curriculum:

- Raise the awareness of teaching staff to the strengths and difficulties of individual pupils.
- Work with the teacher to establish an appropriate learning environment
- Take responsibility to check the Mid Term Plans for each subject to understand and prepare for the lessons
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate learners' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on learner achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Undertake routine marking in line with school policy.
- Understand the emotional and social needs of pupils with whom you are working and contribute to the planning of learning activities.
- Assist in the assessment of individual pupils and accurately record achievement/progress.
- Assist in the monitoring of Provision Maps for children who need learning support.
- Raise the awareness of teaching staff to any pressures on pupils which may result in behaviour problems.
- Provide support for teachers in developing effective approaches to managing behaviour.
- Promote positive values, attitudes and good learner behaviour, dealing promptly with conflict and incidents in line with established policy and encourage learners to take responsibility for their own behaviour
- Assist in setting behaviour targets.
- Assist in reviewing statements of Special Educational Needs.

Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, health ,safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Support the development and effectiveness of teams by running meetings.
- Review and develop their own professional practice;
- Follow school policies in regard to safeguarding;
- Support colleagues with play duty and first aid duty as required.
- Develop and maintain working relationships with other professionals.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within you role and participate in feedback meetings.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of learners.
- Recognise own strengths and areas of expertise and use these to advise and support other.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Work as required across the curriculum and in all Key Stages within the school.
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents evenings
- Any other duties as appropriate within the grade in order to ensure the smooth running of the school.

QUALIFICATIONS REQUIRED

No specific qualification required.
Experience in Level 2 teaching assistant role
A willingness to access training as required.

SUPERVISORY RESPONSIBILITY

Assistance to students and voluntary helpers.

SUPERVISION RECEIVED

Classroom Teacher, Behaviour Manager, Senior Leadership Team.

CONTACTS

Pupils, Classroom Teacher, SENCO, Head of Welfare, Learning Support Assistants, Behaviour Manager, Senior Leadership Team.

Signature..... **Dated**.....