

Sandfield Park School
Alder Centre for Education

Role title	Learning Support Assistant
Grade	3
Point Range	5 - 9
Full Time Salary	£25,283.00 - £27,254.00
Actual Salary	£21,490.55 - £23,165.90 (85% of Full Time Salary due to the role being Term Time)
Start Date	ASAP

NB: This position is Monday to Friday between 8:30am – 4:00pm during school term time.

Main purpose of the role

To work with teachers as part of a professional team to support teaching and learning for vulnerable pupils who are unable to attend their school due to health needs. Providing learning support to pupils who need particular help to overcome barriers to learning, such as ASD, ADHD, anxiety, low mood, social, communication difficulties. To support other staff under the direction, guidance and direct supervision of the classroom teacher.

Core responsibilities and tasks

Key duties:

1. Implement planned learning activities as agreed with the teacher, adjusting activities according to pupils' needs as appropriate
2. Work with pupils to overcome anxieties by supporting an agreed health plan
3. Work with pupils both in and out of the classroom by monitoring individuals and developing plans/programmes of support to overcome barriers to learning
4. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
5. Support the teacher in monitoring, assessing and recording pupil progress/activities
6. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
7. Support learning by arranging/providing resources for lessons under the direction of the teacher
8. Share information about pupils with other staff, parents/guardians, agencies as appropriate
9. Understand and support independent learning and inclusion of all pupils
10. 1-to-1 support for pupils both within the classroom and in the Wellbeing Room.

Teaching Assistants at this level may also undertake any or all of the following:

1. Follow agreed policy in order to administer medication
2. Assist in the development of individual progress plans for pupils
3. Support the work of volunteers and other teaching assistants
4. Support the use of ICT in the curriculum
5. Invigilate exams and tests
6. Assist in escorting and supervising pupils on educational visits and out of school activities
7. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
8. Support pupil learning through social activities
9. Support pupils in developing and implementing their own personal and social development
10. Monitor and manage stock and supplies for the classroom

Knowledge, skills and experience

- Working at or towards the national occupational standards in Supporting Teaching and Learning reflected in the Level 3 NVQ or relevant equivalent qualification
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety
- Experience of supporting teaching as part of the KS3 and KS4 curriculum