

Barlows Primary School
Level 1 Learning Support Assistant
Job Description



Main purposes of the job

Working under the direction and within an agreed system of supervision from a qualified teacher.

- To provide general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the class teacher.
 - To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
 - To use behaviour management strategies in line with the schools policy and procedures, which contribute to a purposeful learning environment.
 - To be responsible for promoting and safeguarding the welfare of children and young people within the school.
 - To work within the agreed Professional Standards for Teaching Assistants.
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Main responsibilities and tasks

Teaching and learning

1. Develop a secure knowledge of the learning support needs of individual pupils guided by the class teacher.
2. Work with individual children or small groups of children under the direction of the teacher or higher level Teaching Assistants providing a basic level of assistance.
3. Provide feedback to the Teacher and/or other teaching assistants.
4. Provide feedback and praise to pupils under the guidance of the teacher.
5. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
6. Support working relationship with the pupils, acting as good role model for pupils in terms of behaviour and attitude, setting high expectations.
7. Support the teacher in behaviour management and keeping children on task including during lunch and breaktimes.
8. Attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid and encourage their independence.
9. Encourage pupils to interact and work co-operatively, to ensure all pupils are engaged in activities.
10. Understand and support pupils with special educational needs and disabilities or those with English as an Additional Language under the direction and supervision of the class teacher/SENDCO
11. Assist with the display and presentation of pupils' work.
12. Assist with the preparation, maintenance of stocks of materials and resources.
13. Under the direction of the class teacher, provide support for individuals or groups of pupils who need extra support
14. Assist teaching staff and other TAs with creating and maintaining displays throughout the school.
15. Provide administrative and clerical support to teaching staff and other TAs as appropriate
16. Assist with escorting pupils on educational visits
17. Under the guidance of the class teacher/leaders, take messages and provide feedback to parents, carers and other professionals for example first aid matters, pastoral matters.

Supporting the school

18. Contribute to the ethos, value and aims of the school.

19. Comply with all relevant legislation and school policies, including those relating to safeguarding, equality, diversity, health and safety, confidentiality and data protection reporting concerns to the named/appropriate person.
20. Promote equality as an integral part of the role and to treat everyone with fairness and dignity, promoting inclusion and acceptance of all pupils and stakeholders.
21. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
22. Undertake duties including: door duties, first aid, administration of medication, fire marshal (training provided), supporting medical needs e.g. asthma, diabetes.
23. Establish and maintain constructive relationships with pupils', parents, staff and external agencies and deliver pastoral support as required.
24. Support the delivery of the school Pupil Premium Strategy.
25. When required, take part in activities such as staff meetings, parents' evenings, inset days, clubs and any other appropriate school events.

Communication and Coordination

26. Work closely with teaching staff, other Learning Support Assistants and the SENCO to assist in closing the attainment gap between individual pupils, groups of pupils, and their peers.
27. Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.

Professional Development

28. Participate in training and other professional development as required.
29. Provide the school with feedback on any training or professional development undertaken.
30. Report professional development progress to an assigned mentor/leader and set goals for further professional development.

Support for the curriculum

31. To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher.

Additional Information

This role may include the tasks within a basic support role but also provides more specific practitioner support tasks without the same degree of supervision as Teaching Assistant (Learning Support – Level1).