

**PEMBROKESHIRE COUNTY COUNCIL**

**JOB PROFILE**

<b>JOB TITLE:</b>	Learning Support Assistant	<b>POST REF:</b> EDSCTA1E
<b>DEPARTMENT:</b>	Education	<b>GRADE:</b> 3
<b>DIVISION:</b>		
<b>RESPONSIBLE TO:</b>	Class Teacher	

**JOB PURPOSE**

To work under the direct instruction of teaching/senior staff, usually in the classroom or any other area of the school as required, to support access to learning for all pupils including those identified as having special educational needs and provide general support to the teacher in the management of pupils and the classroom

**RESPONSIBILITIES**

Support for Pupils

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and support pupils ensuring their safety and access to learning, including those with special educational needs.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently and provide feedback as appropriate
- Encourage pupils to behave in an appropriate way in line with established school policy
- Encourage pupils to develop self discipline, self esteem and independence
- Assist with the implementation of IEP's/Behaviour Plans/Personal Care programmes

Support for the Teacher

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour in line with established school policy and encourage pupils to take responsibility for their own behaviour.
- Administer routine progress tests as required by the teacher
- Gather/report information from/to parents/carers as directed
- Provide clerical/administrative support eg. photocopying, typing, filing, preparing classroom displays, collecting money etc

Support for the curriculum

- Support pupils to understand instructions and undertake learning activities as directed by the teacher
- Support pupils in respect of local and national learning strategies eg literacy, numeracy, KS3, early years as directed by the teacher
- Support pupils in using ICT in learning activities as directed
- Prepare, maintain and use equipment/resources as directed by the teacher and assist pupils in their use

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.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn

and develop.

- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson time including before and after school and at lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of schools activities as required.

### **PERSON SPECIFICATION**

#### **Qualifications and Experience**

##### **Essential**

- Should be able to demonstrate a reasonable standard of education with proficiency in literacy and numeracy to GCSE level or equivalent
- All applicants should also have experience of working with or caring for children of a relevant age in either a paid, voluntary or domestic environment and will need to be able to show an interest in children's development and in a wide range of issues concerning their education and welfare
- An ability to relate well to both children and adults
- The ability to conduct themselves in a professional manner at all times

##### **Desirable**

- A willingness to undertake a recognised/relevant qualification, such as the NVQ 2 for Teaching Assistants or completion of the DfES Teacher Assistant Induction Programme would be an advantage
- Appropriate knowledge of general first aid
- Basic understanding and use of technology i.e. computer, video, photocopier.
- Evidence of working constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

10.5.05

Signed.....  
Employee

Signed.....  
Head/Chair of Governors