



# Bure Valley School and John of Gaunt Infant and Nursery School *Part of Aylsham Learning Federation*



## Job Description and Person Specification

<b>Job Title</b>	Learning Support Assistant
<b>GR Number</b>	GR9008
<b>Grade</b>	Scale D
<b>Responsible to</b>	Responsible to the Executive Headteacher, Headteacher and SENCO but works to and with a qualified teacher on a day to day basis.

### Role and Context

<b>Job Purpose</b>	<p>Under the instruction/guidance of teaching/senior staff, work with individuals/groups to support and implement agreed programmes of work, which includes pupils with SEND and those requiring more specialist support.</p> <p>To support and enable access to learning for pupils and support to the teacher in the management of pupils and the classroom, which includes behaviour issues.</p>
<b>Other Job Information (e.g. any special factors or constraints)</b>	<p>Liaise with teachers, other support staff and professionals, parents/carers as directed.</p> <p>Work may be carried out in the classroom or other teaching areas.</p> <p>Your main employment base is either Bure Valley School or John of Gaunt Infant and Nursery School, however you will regularly work flexibly across both schools. This could include working across both settings in one day.</p>

**Principal Accountabilities:** Accountabilities in no order of importance. All elements are fundamental to and contribute to the effective undertaking of the role.

### Support for Pupils

Support pupils and assist teachers with the development and implementation of support plans including EHCPs on an individual or group basis as directed by the SENCO.

Supervise and provide support for all pupils, including those with special needs and disabilities, ensuring their safety, access to learning activities, use of equipment and IT resources.

Implement agreed learning activities and teaching programs, adjusting activities according to pupil responses/needs in agreement with the teacher.

Set high expectations for pupils to interact and co-operate with the inclusion and acceptance of all pupils.

Employ agreed strategies to recognise and reward progress and achievement, independence, and self-reliance, providing feedback to pupils.

Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.

Promote positive values, attitudes, and good behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour.

Under agreed school procedures, assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy, under the direction of a specialist.

Attend to the personal and social needs of pupils, such as; administering first aid, medicine, programmes of care (may include intimate care).

Moving pupils between settings as and when required.



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## **Support for the Teacher**

Prepare, maintain, and use equipment/resources required to meet the lesson plans/learning activity of individuals particularly those with SEND. Feedback on interventions as part of LSP (Learning Support Plan) cycle.

Work with the teacher to create, plan, maintain and implement learning in a supportive learning environment in accordance with lesson planning and outcomes.

Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement, against pre-determined learning objectives and feedback to the teacher.

Undertake marking of pupils' work in line with school policy, complete record keeping and accurately record achievement/progress as requested.

Work with identified groups or individuals to deliver established programmes and specialist support.

Administer routine tests.

Invigilate SATS and other relevant testing and provide access arrangements (including but not limited to scribing/reading) under the instruction of the SENCO.

Liaise sensitively and effectively with parents/carers, agencies and professionals as agreed with the SENCO/teacher within your role/responsibility (including making telephone calls to parents/carers).

Support pupils to undertake literacy and numeracy and understand instructions and other tasks directed by the teacher.

Provide clerical/administration support including photocopying and assisting with displays, book covers etc.

## **Support for the School**

All pupil and teacher support should comply with all school policies and procedures, statutory guidance, appropriate specialist advice and consider the individual child's needs, particularly in relation to child protection, health and safety and security, confidentiality, and data protection. All concerns should be reported to an appropriate person.

Attend and participate in all meetings, training and learning activities as directed and reflect on own strengths and areas of expertise and be able to fulfil the evolving needs within the learning support role, including first aid and medical needs training.

Be aware of and respond to all relevant communication in a timely way.

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

Assist with the supervision of pupils out of lesson times, including before and after school and supervise pupils on visits, trips and out of school activities as required.

Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Executive Headteacher.



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Person Specification		
This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.		
	Essential	Desirable
<b>Qualifications</b>	<p>Good numeracy/literacy skills;</p> <p>Participation in development and training opportunities provided;</p> <p>Willingness to undertake general and paediatric first aid training.</p>	<p>GCSE English and mathematics (grade 4 or above) or equivalent;</p> <p>NVQ2 or equivalent in teaching assistance or experience;</p> <p>General and paediatric first aid qualifications;</p> <p>Training in dealing with specific medical conditions or procedures.</p>
<b>Experience</b>		<p>Experience of working with or caring for children of the relevant age with SEND.</p>
<b>Skills/ Knowledge</b>	<p>Can use basic IT and other technology effectively to support learning and for communication;</p> <p>Knowledge of relevant policies/codes of practice and awareness of legislation;</p> <p>Relates well to children and adults;</p> <p>Can self-evaluate learning needs and seek learning opportunities;</p> <p>Works constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</p>	<p>General understanding of the national curriculum and other basic learning programmes;</p> <p>Basic understanding of child development and learning.</p>



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## General Information

The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job.

All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.

Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Ethos

"Learning Together for Excellence"

We believe that every child is capable of achieving success and excellence through hard work, focused concentration and regular deliberate practice.

We are a safe, warm and welcoming community that always looks to treat each other with respect.

Our code of conduct of respect for yourself, respect for others, and respect for the environment help our community to thrive.

## Values

We are a member of The Aylsham Cluster Trust - TACT a co-operative trust. We uphold **the co-operative values**:

**Self-help** - we help people to help themselves

**Self-responsibility** - we take responsibility for, and answer to our actions

**Democracy** - we give our members a say in the way we run our organisation

**Equality** - we are genuinely inclusive and pursue success for everyone

**Equity** - we carry out our work in a way that is fair and unbiased

**Solidarity** - we share interests and common purposes with our members and other co-operatives

## Our Ethical Values are:

**Openness** - nobody's perfect, and we won't hide it when we're not

**Honesty** - we are honest about what we do and the way we do it

**Social responsibility** - we encourage people to take responsibility for their own community, and work together to improve it

**Caring for others** - we are a nurturing community that takes care of each other and we regularly support charities and local community groups