

## **LEARNING SUPPORT ASSISTANT (ARP) – JOB DESCRIPTION**

To work in collaboration with the SENCO, SEN and Mainstream Teachers to ensure that children with SEND are included within the school.

### **SUPPORT FOR PUPIL**

- Establish productive working relationships with the pupil/s, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of the pupil/s within the school
- Support the pupil/s consistently whilst recognising and responding to his/her individual needs
- Encourage the pupil/s to interact and work co-operatively with others and engage in activities
- Promote independence and employ strategies to recognise and reward achievement and promote positive behaviour and self-reliance
- To be able to work with the pupil/s, in or out of the classroom, if required
- Provide feedback to the pupil/s in relation to progress and achievement to teacher and outside professionals
- Support pupil/s with personal care and independence if necessary
- Under the supervision of First Aider administration of medicines if necessary

### **SUPPORT FOR THE TEACHER**

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate the pupils' response to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews as requested
- Promote positive values, attitudes and good pupil behaviour and encourage the pupil/s to take responsibility for his/her own behaviour
- Liaise sensitively and effectively with the teachers to communicate any issues

### **SUPPORT FOR THE CURRICULUM**

- Implement agreed learning activities/teaching programmes, adjusting activities according to the pupils' responses and needs
- Help the pupil/s to access classroom activities through specialist support
- Work with strategies provided by outside professionals e.g Speech and Language therapist, OT or Educational Psychologist

### **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
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Supervise the pupil on visits, trips and out of school activities as required

<b>PERSON SPECIFICATION</b>	
<b>EXPERIENCE</b>	Knowledge and experience of primary age children.
<b>Essential</b>	<ul style="list-style-type: none"> <li>• To be interested in supporting children’s development and learning to help each child towards their potential</li> <li>• Ability to relate well and confidently with children across the primary school age range</li> <li>• Good communication skills and to be able to model a good structure of English to the pupils and to adapt language as needed</li> <li>• Good numeracy/literacy skills</li> <li>• Interest in working in a maintained primary school with children with speech and language needs</li> <li>• To be able to manage own time and work flexibly across the whole school day</li> <li>• To be able to prioritise and manage emergencies as and when they occur</li> <li>• To be able to think ‘outside the box’ and respond to all situations with flexibility, compassion and a sense of humour</li> <li>• Work constructively as part of a team, understanding classroom roles, responsibilities, and your own position within these while working with children with behaviour or emotional issues</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• NVQ 2 for Teaching Assistants or equivalent qualification or experience</li> <li>• Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area</li> <li>• Can use computing effectively to support learning</li> <li>• Use of other equipment technology</li> <li>• Working knowledge of the Primary and Early Years Curriculum</li> <li>• Understanding of principles of child development and learning processes</li> <li>• Appropriate first aid training</li> </ul>