



Many Minds One Heart

# Northfield School & Sports College

## Job Description

**Job Title: Learning Support Assistant  
(Level 2) PLC**

**Responsible To: Assistant Head Teacher  
through PLC Manager**

**Responsible To: Headteacher through Personalised Learning Centre Manager**

**Grade: F (point 7 - 8)**

**Working Time: 37 hours per week term time only (plus PD days as required)**

**Holidays: School holidays**

### KEY PURPOSE OF THE JOB

To work under the instruction/guidance of teaching/senior staff, and within an agreed system of supervision, to undertake work/care/support programmes, to enable access to learning for pupils, including those with SEN. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher with management and preparation of resources. The primary focus will be to maintain good order and to keep pupils on task.

### SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Be aware of and implement Individual Education/Behaviour Plans and Personal Care programmes
- Establish productive working relationships with pupils acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the PLC
- Encourage pupils to interact with others and engage in activities led by the teacher
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

### SUPPORT FOR THE TEACHER / CURRICULUM

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour

- Establish constructive relationships with parents/carers under teacher guidance
- Provide clerical/administrative support e.g. photocopying, typing, filing, money, administer coursework etc
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

#### **SPECIFIC DUTIES AS AND WHEN REQUIRED:**

- Support with the effective use of ICT to produce and collate data for leaders as required
- Support PLC manager in providing accurate feedback and reports as requested
- Assist with the supervision of pupils out of lesson times
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Participate in training and other learning activities and performance development as required
- Assist with the administration of tests

#### **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 and participate in relevant meetings as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time

#### **SCHOOL ORGANISATIONAL OBJECTIVES**

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equal Opportunities framework.
- Commitment and contribution to improving standards for pupils and school improvement as a whole.
- Ensuring the safeguarding of all pupils.
- Demonstrating consistently high standards of personal and professional conduct.

#### **CONDITIONS OF SERVICE**

Governed by the National Joint APT&C Conditions, supplemented by local conditions as agreed by the governors.

### **SAFEGUARDING and Promoting the Welfare of Children and Young People**

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment in accordance with the current DfE statutory guidance for Keeping children safe in education.

### **SPECIAL CONDITIONS OF SERVICE**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check.

### **EQUAL OPPORTUNITIES**

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.