Easthampstead Park Community School
Job Description – Learning Support Assistant

Location: Easthampstead Park Community School	**Department:** Learning Support
Authority: Bracknell Forest Council	**Job Title:** Learning Support Assistant

Pay Grade: BG K2, £12.081 per annum (£9.75 per hour), inclusive of London Fringe.

Hours: 28 hrs 45 minutes per week, Monday - Friday 08.50 to 15.10 (including a 35 minute unpaid break), term-time only.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Headteacher
↓
Assistant Headteacher (Inclusion)
↓
HLTA
↓
Learning Support Assistant

The job description identifies the responsibilities attached to your post.

This job description is subject to amendment from time to time within the terms of your conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment, and only after consultation with yourself.

MAIN DUTIES AND RESPONSIBILITIES

The primary role of all Learning Support Assistants is to support learning in the classroom. Learning Support Assistants liaise closely with teaching staff to help students with learning or behavioural problems to concentrate and fulfil their potential. Some of our students have a Special Educational Needs Statement, which goes beyond the ordinary resources of the school. The Learning Support Assistant is there to support their learning and also the learning of others in the classroom, who are experiencing learning difficulties. Therefore, it is essential that the Learning Support Assistant can establish a purposeful and trusting relationship with the individual or small group. 'Firm, fair, friendly and approachable' would be appropriate words to describe the relationship between the Learning Support Assistant and student. You will be working in collaboration with Heads of Department and Heads of Year. There is a career structure in place to enable particularly skilled, experienced and ambitious Learning Support Assistants to progress to a senior level.

INDUCTION

The successful applicant will receive induction and training. The Learning Support department has its own faculty room and resources accessible to all.

THE LEARNING SUPPORT TEAM

Learning Support Assistants are seen as fellow professionals in the classroom; both teacher and Learning Support Assistants are there to support learning and ensure students fulfil their potential. Teaching staff realise that Learning Support Assistants are often experts and can advise them about strategies to deal with a variety of learning needs. The Learning Support team have developed skills in understanding Dyslexia, Dyspraxia, Asperger's Syndrome and ADHD. Courses are available and the school is happy to support Learning Support Assistants who wish to further their own professional development in attaining knowledge of LDDs (Learning Difficulties and Disabilities).

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Person Specification – Learning Support Assistant

	Essential	Desirable
Qualifications and Training	• Minimum of 5 GCSE's grades A*-C or equivalent, including Mathematics and English	• Knowledge of Numeracy and Literacy strategies • Training related to working with children. • Have undertaken first aid training • A Level qualification or higher held
Competence Summary (Knowledge, abilities, skills, experience)	• Ability to cope and respond sensitively to students' needs • Ability to motivate students • Knowledge and understanding of child development, learning, the National Curriculum and other basic learning programmes • Ability to use Google Docs, email (Gmail), Internet Explorer, Word, Excel • Ability to relate well to adults and young people, responding sensitively and flexibly to competing demands from students and parents • Excellent communication, listening and observation skills • Ability to work independently and as part of a team using your own initiative when required	• Experience of working with children with learning difficulties • Some knowledge of behaviour management strategies • Knowledge of basic first aid
Work-related Personal Requirements	• Committed to equality of opportunity • Maintain confidentiality • Sense of humour • Empathy, resilience, persistence • Flexibility	
Other Work Requirements	• Participate in training and development activities • To take part in the Performance Management process in school, taking responsibility for your own professional development and undertaking training as appropriate • A satisfactory enhanced DBS check	
Impact on the Community	**Safeguarding requirements** • All employees working with children, young	

	people and vulnerable adults have a responsibility for safeguarding and promoting their welfare. ● To satisfy and comply with Safeguarding and Child Protection requirements you will be required to complete the following (resources will be provided upon appointment): ● Child Protection in Education 11-18 years ● The Prevent Duty ● Raising Awareness of Peer-on-Peer Abuse ● Female Genital Mutilation Awareness ● Sexual Violence and Harassment between Children and Young People ● A Practical Guide to the GDPR for Education ● CP Induction ● You are expected to read and understand at least Part One and Appendix A of the DfE Statutory Guidance "Keeping Children Safe in Education" - this is available on the school website under information/policies ● The EPCS Safeguarding and Child Protection policy is sent to all new employees with their appointment pack. Both of these items will be covered in the CP induction	