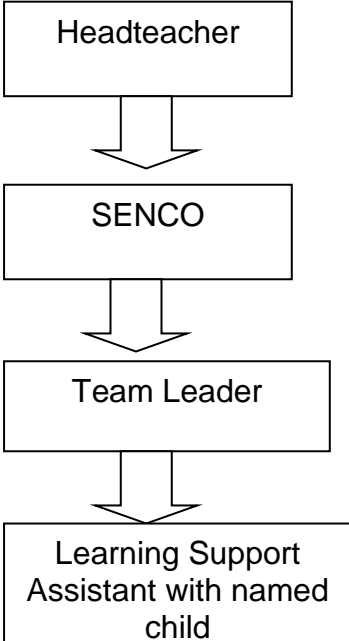


## WOKINGHAM BOROUGH COUNCIL JOB DESCRIPTION

<b>Job Title:</b>	Learning Support Assistant with named child
<b>School:</b>	The Colleton Primary School
<b>Reports To:</b>	SENCO
<b>Grade:</b>	3
<b>Job Purpose.</b>	To facilitate learning as part of a team, supporting the needs of individual pupils and small groups of pupils to ensure best practice.
<b>Departmental/Team Purpose:</b>	The purpose of the school is to meet the educational needs of children and young people within the local community.
<b>Organisation Chart:</b>	 <pre>graph TD; A[Headteacher] --&gt; B[SENCO]; B --&gt; C[Team Leader]; C --&gt; D[Learning Support Assistant with named child];</pre>

**Main Tasks/Accountabilities:**

This is not intended to be an exhaustive or definitive list; you may be required to carry out other duties as required.

1. Work with an individual or within a small group supporting an individualised curriculum programme
2. Work with the SEN Co-ordinator and help deliver specific programmes if required, including physical programmes and activities.
3. To aid the teacher in classroom discipline reinforcing the school's standards of behaviour and tidiness within the classroom
4. Attend and contribute to SEN meetings
5. Regularly report back to the teacher and SENCO on pupils' progress and areas of concern
6. Liaise with class teacher on a daily basis to discuss class tasks; carry out tasks set by qualified teacher.
7. Prepare and organise classroom/educational materials and equipment
8. First Aid and/or lunchtime/break time playground supervision
9. Attend staff training, after school meetings, school educational trips and special occasions in the school's annual calendar (if appropriate)
10. Encourage the social, emotional and academic development of 1:1 child, in cooperation with the teacher, by offering the appropriate attention, relationships, care and interest.
11. Where appropriate working with a small group to deliver a tailored intervention.
12. Recognising the need to build independent learning skills as appropriate with the pupil.
13. Liaise with external professionals and feed back recommendations
14. Use technology to prepare lists, worksheets and carry out general administration tasks. Maintain records at the request of the teacher.
15. Undertake marking and target setting for children's work including spellings and times tables.

# PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

## **Knowledge/Qualifications**

- NVQ Level 3 preferred
- Minimum expected standard GCSE English and Mathematics (written and spoken)

## **Skills/Abilities.**

- Knowledge of EYFS and the National School Curriculum
- Good questioning skills
- Good observation and assessment skills
- Ability to work within a team working environment and also able to work independently
- Excellent communication and interpersonal skills
- Confidentiality at all times
- Good organisational skills
- Ability to communicate well and establish firm and consistent boundaries
- Relate to children with understanding in an open, calm and friendly way
- Good IT skills

## **Experience**

- At least 1 or 2 years' experience of working with children.
- Experience of working with children with special educational needs is desirable

## **Personal Qualities:**

- Calm under pressure, adaptable and energetic
- A caring and positive attitude
- A good listener and sensitive to pupils' needs
- A sense of responsibility
- Positive behaviour management
- A good sense of humour
- Flexibility and use of initiative is very important

## **Special Factors:**

- Needs to work flexibly to accommodate educational trips (may include residential)
- Responsibility for first aid if required