

Learning Assistant

Overview

Job Purpose:

To work as part of team, supporting various areas of the school.

Main Duties

This job description indicates the range of duties involved and is not intended to be all-inclusive and requires the post-holder to be flexible and show initiative. The post holder may perform other related duties as required to meet the ongoing needs of the school.

- To promote a positive learning environment that supports curiosity, independence, and a love of learning.
- To work within the school's curriculum frameworks, supporting learning across all key stages from Rec to Year 6.
- To assist in planning, preparing, and participating in a range of activities that promote pupils' academic, social, emotional, and physical development, enabling every child to reach their full potential.
- To contribute to monitoring and recording pupils' progress through observations, feedback, and supporting assessment processes as directed by the class teacher.
- To implement activities and strategies which encourage participation, collaboration, and effective communication among pupils.
- To supervise children in free play during breaks from learning
- To liaise with parents/carers as directed, supporting positive home-school relationships and encouraging parental engagement with children's learning.
- To promote the development of pupils' independence and self-help skills, encouraging responsibility and resilience appropriate to their age and stage.
- To attend staff and team meetings as required and contribute to discussions on pupil progress and school improvement.
- To help ensure that classrooms and shared learning areas meet safety, hygiene, and organisational standards, reporting concerns to the relevant member of staff.
- To be aware of and comply with the school's Safeguarding Policy, confidentiality requirements, and all relevant policies across the whole school.
- To take responsibility for professional development by attending training and keeping up to date with developments in education and child development.
- Any other duties that may be reasonably required as part of the role.

Person Specification	
Qualifications	
GCSE Maths and English grade C/4 or equivalent and above	Essential
Level 3 Teaching Assistant Qualification or willingness to complete the course, or educated to A-Level standard or higher	Essential
Paediatric First Aid Qualification	Desirable
Experience	
Experience or knowledge of working in a school or other educational environment	Desirable
Experience of running extra-curricular activities	Desirable
Knowledge and Skills	
ICT Literate	Essential
Excellent communication skills	Essential
Sound administration with attention to detail	Essential
Ability to prioritise and meet deadlines	Essential
Ability to work effectively as part of a team	Essential
Ability to build positive relationships with all members of our school community	Essential
Personal Attributes	
• A commitment to safeguarding and promoting the welfare of children and young people. • High levels of personal and professional integrity. • High degrees of self-confidence, personal energy, and dynamism. • Personal warmth, good rapport with pupils, colleagues, and parents. • Good time management skills. • Proactive and show initiative. • Patient and flexible. • Appropriate levels of personal presentation. • The ability to see the best in everything. • Team player. • Flexibility.	
All positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) and shortlisted candidates will be subject to an online check.	