Bridgend County Borough Council

Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr



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Job Description

DIRECTORATE:	Education & Family Support	
DEPARTMENT:	Schools	
POST:	Learning Support Assistant	
GRADE OF POST:	Grade 3	
RESPONSIBLE TO:	Headteacher	

JOB PURPOSE:

Under the direct management of teaching/ relevant staff, support access to learning for pupils and general support to the teacher in the management of pupils in the learning environment.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Provide learning support as instructed to pupils including those with special educational needs or additional learning needs, ensuring their safety and access to learning.
- Assist in creating and maintaining a purposeful, orderly and supportive environment in accordance with lesson plans, and assist with the display of pupils' work.
- Observe and be aware of pupils' progress, problems and achievements and report to the teacher as agreed.
- Assist with the planning and preparation of learning activities as instructed.
- Use of equipment/resources to meet lesson plans and amending activities to individual pupil needs, ensuring all feel involved.
- Assist with the supervision of pupils out of lesson times to include lunchtime and playtime.

GENERAL DUTIES

To understand the Health and Safety responsibilities which fall within a manager's role and the personal Health and Safety responsibilities within the HASAWA 1974.

To ensure that all activities are operated in accordance with Equal Opportunities legislation and Best Practice.

REVIEW DATE/RIGHT TO VARY

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to





you, including development activities, which are within your capability and grade.

CRIMINAL RECORDS BUREAU

This post requires a criminal records check through the Disclosure & Barring Service (DBS)



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Person Specification Learning Support Assistant

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential ($\sqrt{$).

Attributes	Requirements	Essential	Method of Evaluation / Testing
Qualifications, Education & Training	 NVQ level 2 for Teacher Assistant or equivalent. Basic knowledge of first aid. Registration with Education Workforce Council. 	(√) (√)	Production of original Qualification Certificates and application form.
Knowledge & Experience	Experience of working with or caring for children.	(√)	Interview, application form and references.
Skills & Personal Qualities	 Good numeracy and literacy. Ability to use ICT to support learning. Ability to relate well to children and adults. Ability to work constructively as part of a team An understanding of classroom roles and responsibilities. The ability to support, follow instructions and keep to specified work plans Manages time effectively Courteous in dealing with staff, pupils, parents and carers. Ability to communicate through the medium of Welsh. 		Interview, application form and references.