



*"Following Jesus Together"*

Actual salary changed 16.7.10 (incorrect salary published in Barnsley Chronicle)

<p>Job Title and Grading</p>	<p><b>LEARNING SUPPORT ASSISTANT (Post 2)</b>  <b>THIS IS A TEMPORARY CONTRACT TO COVER A MATERNITY LEAVE</b>  Salary Scale APT&amp;C Scale 2  Point 11 – Point 13 - £14,733 - £15,444 pro-rata  Actual salary £9143 - £9584  Term-time only  27.5 hours per week</p>
<p>Job Purpose</p>	<ul style="list-style-type: none"> <li>• To work under the direct instruction of teaching / senior staff, usually in the classroom with the Teacher</li> <li>• To support access to learning for students and provide general support to the teacher in the management of students and the classroom</li> <li>• Provide general support to staff and students, including preparation, and routine maintenance of resources / equipment</li> <li>• To provide cover for students experiencing difficulties</li> </ul>
<p>Objectives</p>	<ul style="list-style-type: none"> <li>• Support for students</li> <li>• Support for the staff</li> <li>• Support for the curriculum</li> <li>• Support for the school</li> </ul>
<p>Major Responsibility Areas</p>	<ul style="list-style-type: none"> <li>• Supervise and support students ensuring their safety and access to opportunities within the school</li> <li>• Undertake student record keeping as requested and other basic record keeping</li> <li>• Support the Teacher in managing student behaviour, reporting difficulties, as appropriate</li> <li>• Support students to understand instructions</li> <li>• Support students in respect of local and national learning strategies, eg literacy, numeracy, KS3, early years, as directed by the Teacher</li> <li>• Support students in using basic ICT as directed</li> <li>• Contribute to the overall ethos / work / aims of the school</li> </ul>
<p>Key Tasks</p>	<ul style="list-style-type: none"> <li>• Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs</li> <li>• Promote the inclusion and acceptance of all students</li> <li>• Encourage students to interact with others and engage in activities led by the Teacher</li> </ul>

	<ul style="list-style-type: none"> <li>• Encourage students to act independently as appropriate</li> <li>• Be aware of student problems / progress / achievements and report to the Teacher as agreed</li> <li>• Gather / report information from/to parents/carers as directed</li> <li>• Provide clerical / administrative support, eg photocopying, typing, filing, etc, as required</li> <li>• Ensure the maintenance of a clean and orderly working environment</li> <li>• Timely and accurate preparation of routine equipment / resources / materials as set out in instructions</li> <li>• Assist the Teacher with learning activities, ensuring health and safety and good behaviour of students</li> <li>• Prepare and maintain equipment / resources as directed by the Teacher and assist students in their use</li> <li>• Operation of everyday equipment, check for quality / safety</li> <li>• 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</li> <li>• Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop</li> <li>• Appreciate and support the role of other professions</li> <li>• Attend relevant meetings as required</li> <li>• Participate in training and other learning activities and performance development, as required</li> <li>• Assist with the supervision of students out of lesson times, including before and after school, and at lunchtimes, eg clubs, extra-curricular activities</li> <li>• Accompany teaching staff and students on visits, trips and out of school activities as required</li> </ul>
<p>Qualifications appropriate to the post</p>	<ul style="list-style-type: none"> <li>• Minimum 4 GCSE's at grade C or above, including English and Maths plus good literacy skills</li> <li>• A minimum of 12 months relevant experience</li> <li>• Working with or caring for children of relevant age</li> <li>• General technical / resource support</li> <li>• Good numeracy / literacy skills</li> <li>• Appropriate knowledge of first aid</li> <li>• Use basic technology – computer, video, photocopier</li> <li>• Ability to relate well to children and adults</li> <li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> </ul>