

# Job Description

## Marston Green Infant Academy



Marston Green Infant Academy has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

<b>Name</b>	
<b>Post Title</b>	Learning Support Assistant
<b>School</b>	Marston Green Infant Academy
<b>Salary Band</b>	Band B
<b>Responsible to</b>	Headteacher

### 1. Job Purpose

To support the class teacher and other members of the teaching team to ensure that a child of Special Educational Need is able to fully access the curriculum.

### 2. Key Responsibilities

#### 2.1 Main Duties

##### **Under the direction and supervision of a qualified teacher**

- Establish effective relationships with parents/carers, exchanging relevant information.
- Provide individual support for a designated pupil, ensuring their safety and access to learning.
- Assist with the development of the Individual Education Plan (IEP) and personal care programme, including intimate care where required.
- Provide feedback to the pupil in relation to their progress and achievement.
- Work with the teacher to establish and maintain an appropriate learning environment.
- Mark pupil's work as agreed with the teacher.
- Prepare, maintain and use resources required for the learning activity and assist the pupil in their use.
- Assist the class teacher in the planning and preparation of activities in order to meet the needs of the pupil.
- Implement agreed learning activities and teaching programmes, adjusting activities according to pupil responses/needs.
- Monitor and evaluate pupil responses and progress against action plans through observation and planned recording.
- Promote positive values, attitudes and good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Provide accurate feedback and evaluate learning and with teacher support provide detailed reports for Reviews.

	<ul style="list-style-type: none"> <li>• Work alongside other agencies following advice and procedures.</li> <li>• Attend staff meetings, parental consultations and other school events as required.</li> <li>• Take part in the personal care of pupils with physical impairments and administer basic first aid as required.</li> <li>• A duty of personal care to support and promote independent toileting and other self-care skills that may be necessary at times.</li> <li>• Supervise the pupil on visits, trips and out of school activities as required.</li> <li>• To undertake any other duties that can be reasonably expected of and are relevant to the nature of the post.</li> <li>• To support the wider needs of the school including the PSFA and curriculum workshops and meetings.</li> </ul>
<b>2.2</b>	<b>General Duties and Responsibilities/People</b>
	This post does not involve direct responsibility for the supervision, direction or co-ordination of other employees.
<b>2.3</b>	<b>Safeguarding</b>
	The Academy is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with. The successful candidate will require an enhanced DBS clearance. Ensure compliance with data protection legislation.
<b>2.4</b>	<b>Financial</b>
	The post holder may handle small amounts of cash, cheques and equivalent for Academy activities and fundraising.
<b>2.5</b>	<b>Buildings &amp; Equipment</b>
	<ul style="list-style-type: none"> <li>• Responsible for the correct use and handling of equipment.</li> <li>• Some responsibility for ensuring that the correct equipment/resources are available for pupil use.</li> </ul>
<b>2.6</b>	<b>Health &amp; Safety</b>
	The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the Academy Health and Safety Policies.
<b>2.7</b>	<b>Policies &amp; Procedures</b>
	The post holder will be accountable for ensuring that he/she is aware of relevant Academy Policies and that all duties and responsibilities are carried out in line with the appropriate Policies and Procedures.
<b>3. Other Conditions</b>	
<b>3.1</b>	<b>Mobility</b>
	Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade within the Academy.
<b>3.2</b>	<b>Equal Opportunities</b>
	The Academy is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
<b>3.3</b>	<b>Variations to Job Descriptions</b>
	Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Academy therefore retains the right to amend job descriptions to reflect changing requirements.
<b>3.4</b>	<b>Training and Development</b>

		The Academy is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
	<b>3.5</b>	<b>Core Qualities &amp; Leadership Framework</b>
		The Academy expects all staff to meet the national Occupation Standards, supporting Teaching and learning in Schools and to demonstrate the behaviours in the Staff Behaviours Framework to an acceptable level.

Signature.....

Date.....

Headteacher.....

Date.....

Updated by:	Headteacher
Date:	