

JOB DESCRIPTION

Job Number:	N0349 – Grade 15	
Directorate:	Children and Young People	
Service:	Schools - School Support	
Job Title:	Casual Learning Support Assistant	
Reports To:	Headteacher	
Main Purpose of Job: <i>Briefly – what is the job there for and why is it being done? Please attach an organisation chart to show clearly, the department structure and where the job fits with this.</i>		
<p>To assist the Head teacher and teachers in the development and implementation of a programme of work and in the provision of a stable, caring and supportive learning environment, which enables pupils to achieve their full learning potential and facilitates their social and moral development.</p> <p>Typically there will be some requirement to work with pupils, either individually or in groups, who have some special educational needs, learning difficulty, disability, or who exhibit occasional behavioural problems. This may also include pupils with a high learning ability.</p>		
Main Responsibilities and Duties: <i>What needs to be done? – Describe the main responsibilities and duties required of the job. This should include responsibilities for the support or management of clients, employees, budgets, processes and equipment.</i>		% of Time
<p>Main responsibilities may be interchangeable but in the main will include those below under the guidance and direction of the teacher :-</p> <p>1. Develop, maintain and apply knowledge and understanding of pupils’ general and specific learning needs to ensure that support is given to them at an appropriate level.</p> <p>Learning support is delivered individually and in groups through a range of tasks, mainly:</p> <ul style="list-style-type: none"> ○ Supporting and directing literacy and numeracy tasks, clarifying and explaining instructions. ○ Focus support in areas needing improvement, both academic and social. ○ Work with and support pupils to ensure they are able to use ICT and other specialist equipment to enhance their learning. ○ Motivate and encourage pupils to concentrate on and fulfil the tasks set. ○ Undertake learning activities with pupils of varying abilities to ensure differentiation and access to the curriculum ○ Seek to ensure the promotion and reinforcement of pupils self esteem, appropriate levels of effort and behaviour and to guide pupils to 		100

become independent learners.	
<p>Facts and Figures: Give facts and figures that help to give a picture of the job. This should include any statistics relevant to the job, for example the number of clients supported, type and value of equipment, resources or premises for which the job has responsibility, size of budgets controlled or which the job has some impact on and, if appropriate, numbers of staff managed.</p>	
<p>SUPPORTING PROCESSES</p>	
<p>Problem Solving and Creativity: Give examples of the problem solving and creativity involved in the job. This should include resolving issues over interruptions to work deadlines, priorities and changing demands. How often do these issues occur?</p>	
<p>Use a variety of interpersonal techniques to establish supportive relationships with pupils, parents and carers.</p>	
<p>Decision Making: Give examples of the types of decisions which the job has responsibilities for making, including where appropriate those relating to resources, budgets and employees. Show where there is authority of freedom to act and where there is an impact via recommendations or advice.</p>	
<p>Guidance is normally readily available from teaching staff and more complex or controversial decisions will be referred to a teacher.</p>	
<p>Physical Effort and Working Conditions: Give details and the frequency of any special effort needed, including the prolonged or frequent use of IT equipment and describe any particular working conditions, other than those encountered in a normal office environment, to which the job holder is subjected eg noise, outside working, unpleasant surroundings.</p>	
<p>A normal school environment, although the postholder may be involved in external school activities, such as swimming and educational visits.</p> <p>Most of the working day is spent standing, with periods of crouching/bending to engage pupils in activities. Supervising activities inside and outside.</p>	
<p>Contacts and Relationships: Give details of the range and type of people within the Council or external organisations and including the recipients of services it is necessary to contact in order to carry out the responsibilities of the job. What is the range and purpose of the contact eg providing information or advice, directing, monitoring, influencing, motivating.</p>	
<p>Contact with all staff in school to pass and receive information, advice, guidance, suggestions and ideas.</p>	
<p>Additional Information: Anything else which is relevant to the job which is not adequately covered elsewhere.</p>	
<p>Knowledge, Skills and Experience: (To be completed by the Line Manager) The minimum general education standard, qualifications, training and level of experience required by the job holder to be fully effective in the job. Note that this information should relate to the requirements of the job and not what may be available from existing job holders.</p>	
<p>Experience of working with children in an educational setting.</p> <p>Qualities required are discretion, loyalty, commitment, patience, flexibility, good personal organisation, firmness, to be numerate and literate, a team worker and to have good oral communication.</p> <p>An education standard equating to GCSE grade C in English, Mathematics and Science would be desirable, together with a qualification relevant to supporting the learning process in schools.</p>	
<p>Agreed that the Job Description is a fair and accurate statement of the requirements of the job:</p>	
Job Holder:	Date:
Line Manager:	Date:
Designated Senior Manager:	Date: