

# ST. HELENS COUNCIL

## JOB DESCRIPTION

POST: Apprentice Learning Assistant

POST NUMBER:

GRADE: Apprenticeship - £667.22 per month

RESPONSIBLE TO: Teaching and Learning Staff designated as supervisor/line manager, SENCO / Assistant SENCO

PURPOSE: To assist in working with and supervising individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques.

### DUTIES and RESPONSIBILITIES:

#### **1. SUPPORT FOR THE PUPIL**

- To assist in establishing good working relationships with pupils, acting as a role model
- Be aware of and respond appropriately to individual pupil needs ensuring effective interaction
- To assist with providing specific support to pupils dependant upon their individual needs ensuring their safety whilst supporting access to learning activities
- To assist with promoting inclusion and acceptance of all pupils
- To assist with encouraging pupils to interact with others and engage in activities led by the teacher
- To assist with promoting self-esteem and independence
- To assist with providing feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher
- To assist with providing one to one support in either a care/special needs capacity for individual pupils, as directed by the teacher

#### **2. SUPPORT FOR THE TEACHER**

- To assist with providing clerical/administration support (e.g. photocopying, typing, filing, data input, collecting money etc.)
- Assist with the display of children's work
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- In liaison with the teacher, assist with utilising strategies to support pupils in achieving learning goals
- To assist with reporting pupil achievement, progress and issues as appropriate in agreed format
- To assist with undertaking pupil record keeping as requested
- To assist with administering routine primary tests and invigilate exams
- To assist with promoting good pupil behaviour, dealing with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
- Establish constructive relationships with parents/carers and communicate information as required

#### **3. SUPPORT FOR THE CURRICULUM**

- Assist with undertaking structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles, including small group work
- Assist with undertaking literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher

- Assist with supporting the use of ICT in learning activities and develop pupils' competence and independence in its use
- Assist with preparing and maintaining levels and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

#### **4. SUPPORT FOR THE SCHOOL**

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plan
- Have an awareness of and support the role of other colleagues
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- To respect all children; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.
- To be responsible for improving your own practice through observation, evaluation and discussion.
- To comply with the Data Protection Act and School policies and procedures.
- To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
- To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
- To comply with the Council's Data Protection Policy and Code of Practice within the service area of the post.
- The Council / Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The post is subject to Enhanced Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

ATTRIBUTES	LEARNING ASSISTANT (Apprentice)	PLEASE DENOTE E = Essential D = Desirable	PLEASE INDICATE WHERE CRITERIA WILL BE MEASURED EG: INTERVIEW = I APPLICATION FORM = AF PRESENTATION = P REPORT = R INTRAY EXERCISE = IE
<b>KNOWLEDGE</b>	<p>Demonstrate an understanding of the national curriculum and other basic learning Programmes/techniques (within specified age range/subject area e.g. Numeracy and Literacy strategies)</p> <p>An awareness and an understanding of issues of inclusion, especially within a school setting</p> <p>Training in special educational needs strategies</p>	<p>E</p> <p>E</p> <p>D</p>	<p>AF/ I</p> <p>AF/ I</p> <p>AF</p>
<b>SKILLS AND ABILITIES</b>	<p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English.</p> <p>Ability to work effectively within a team environment, understanding classroom roles and responsibilities</p> <p>Ability to build effective working relationships with all students and colleagues</p> <p>Ability to promote a positive ethos and promote a positive attitude as a role model</p> <p>Ability to work with children at all levels regardless of specific individual need e.g. individual learning styles</p> <p>Ability to promote the positive values, attitudes and behaviour that are expected from the students with whom they work in accordance with the schools aims</p> <p>Able to liase sensitively and effectively with parents and</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF/I</p> <p>AF/I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>

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	<p>carers recognising role in students' learning</p> <p>Excellent numeracy and literacy skills as required</p> <p>Ability to undertake structured and agreed learning activities</p> <p>Ability to undertake clerical/administrative duties and provide support as required</p> <p>The ability to prepare and organise a range of resources to support learning programmes</p> <p>Effective use of ICT to support learning</p> <p>Training in the literacy/numeracy strategy</p> <p>Training in special educational needs strategies</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>	<p>I</p> <p>AF</p> <p>I</p> <p>AF</p> <p>AF</p> <p>AF</p>
<b>QUALIFICATIONS</b>	<p>NVQ II or equivalent in Teaching Assistance</p>	<p>D</p>	<p>AF</p>
<b>EXPERIENCE</b>	<p>Relevant experience of working with and/or caring for children within a specified age range/subject area</p> <p>Above within an educational setting</p>	<p>E</p> <p>D</p>	<p>AF</p> <p>AF</p>

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<b>PROFESSIONAL VALUES AND PRACTICE</b>	<p>Must be able to demonstrate all of the following:</p> <p>Ability to understand, build and maintain successful relationships with students and colleagues, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners.</p>		
<b>SPECIAL ATTRIBUTES REQUIRED OF THE CANDIDATE</b>	<p>Participate in relevant training and development opportunities</p> <p>To undertake appointed person certificate in first aid administration</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p>	<p>E</p> <p>E</p> <p>E</p>	