**Learning Strategies Assistant Job Description & Person Specification**

**Post Title:** Learning Strategies Assistant

**Reporting to:** The Head of Learning Strategies

**Purpose Of The Job**

* To complement teachers’ delivery of the curriculum
* To work collaboratively with teaching staff and assist teachers in the planning cycle and preparation of resources. To occasionally supervise whole classes where required
* To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils including those with SEND, EAL or those that are AG&T

**Main Duties**

**Planning**

* Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons
* Develop and prepare resources for learning activities in response to pupil need
* Plan, deliver and lead targeted interventions for groups or individuals as required

**Teaching and Learning**

* Within an agreed system of supervision teach whole classes if required
* Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils
* Motivate and progress pupils’ learning by using clearly structured, interesting teaching and learning activities
* Support the progress of all children by delivering additional literacy and numeracy sessions where required
* Be aware of, and support difference, and ensure all pupils have equal access to opportunities to learn and develop
* Use behaviour management strategies to contribute to a purposeful learning environment
* In accordance with arrangements made by the Head of Learning Strategies and the class teacher, progress pupils’ learning in a range of classroom settings, including working with individuals, small groups and whole classes
* Organise and safely manage the appropriate learning environment and resources
* Promote and reinforce children’s self-esteem and independence

**Monitoring and Assessment**

* With teachers evaluate pupils’ progress through a range of assessment activities
* Assess pupils’ responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs
* Monitor pupils’ participation and progress and provide constructive feedback to pupils in relation to their progress and achievement
* Assist in maintaining and analysing records of pupils’ progress

**Continued Professional Development**

* Attend relevant INSET training and twilight training in order to ensure that your skills are current. Participate in staff meetings as requested
* Support and guide other less experienced learning strategies assistants’ work in the classroom when required and lead training for other teaching assistants
* Contribute to the overall ethos, work, aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school

**Behavioural and Pastoral**

* Understand and implement school child protection procedures and comply with legal responsibilities
* Assist in maintaining good discipline of pupils throughout the school
* Provide support and assistance for children’s pastoral needs
* Supervise pupils in the playground and plan and organise play time activities as needed

**Other**

* Any other duties required by the school which is within the scope of this post
* To promote the safeguarding of children
* To use IT as required to carry out the duties of the post in the most efficient and effective manner

**Person Specification**

**Learning Strategies Assistant**

The person specification sets out the criteria to be used in determining whether an individual is likely to be able to undertake the duties in the job description.

**Education and Experience:**

* Meet Teaching Assistant standards or equivalent qualification or experience.
* Hold relevant qualifications at a level equivalent to at least NQF Level 3.
* Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C)
* Attend induction training; and any other training as appropriate and relevant to the post, including behaviour management and Child Protection training.
* Training in relevant learning strategies
* A minimum of two years’ experience of working with children preferably in an education setting.
* Evidence of specialism in specific curriculum areas or areas of particular learning difficulty.

**Knowledge and Understanding:**

* Knowledge & understanding of the National Curriculum.
* Understanding of behaviour management strategies.
* Understanding of First Aid procedures.

**Skills:**

* Effective oral and written communication skills.
* Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts.
* Good organisational and time management skills.
* Sound IT skills to support learning and maintain electronic information systems.

**Personal Qualities**

* patience
* sense of fairness
* consistency
* sensitivity
* ability to learn from mistakes
* flexibility
* positive attitudes
* friendliness and commitment
* sense of humour