



## Emmbrook Infant School - Learning Support Assistant

### Job Description

<b>Grade:</b>	The Circle Trust Grade 3	<b>Reporting to:</b>	Class Teacher
<b>Salary:</b>	£24,790 - £25,183 pro rata	<b>Start Date:</b>	28th April 2025
<b>Contract:</b>	Fixed Term, term-time only	<b>Hours:</b>	15 hours per week

### Duties and responsibilities

This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required.

- Liaise with class teacher/SEN Coordinator on a daily basis to discuss class tasks and enable pupils to become independent learners within their own ability and assisting the teacher with social skills. Regularly report back to the teacher on pupils' progress and areas of concern.
- Work with small groups or individual pupils, clarifying and explaining instructions, ensuring that pupils are able to use equipment and materials whilst motivating pupils to complete work
- To aid the teacher in classroom management, re-enforcing the teacher's standards of behaviour and tidiness within the classroom
- Accompanying groups or individuals around the school e.g. library and school educational trips (if applicable)
- To work with the SEN co-ordinator and help deliver educational programmes, assist with the development of reading, writing, spelling and listening skills
- Preparation of classroom/educational materials and organise supplies of classroom/educational materials and work with small groups of pupils on ICT equipment and programmes
- Monitor, record and analyse pupil data e.g. daily attendance records (as required)
- Prepare class lists, worksheets and carry out general examination administration tasks and invigilation of examinations (if required)
- Help and support teachers creating displays
- Administer teacher cover and support work experience students (as required)
- Carry out the organisation and collation of pupil reports (as required)
- To help with special occasions in the school's annual calendar (if applicable)

# Person Specification

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

## Knowledge/Qualifications:

- NVQ Level 2 / CACHE Level 2 Certificate or equivalent (desirable)
- Good standard of general education e.g. GCSE English, Mathematics and Science

## Skills/Abilities:

- Knowledge of the national school curriculum
- Good questioning skills
- Good observation and assessment skills
- Knowledge of the standard of work expected from pupils
- Understanding of open-ended questioning and investigative work
- Understanding of their role to assist and supervise pupils on particular tasks and the expected outcome of individual activities within the allocated timescale
- Excellent communication skills and interpersonal skills
- Ability to work within a team working environment and also able to work independently
- Maintain confidentiality at all times

## Experience:

- Experience with children with special needs is desirable but not essential
- Experience working with children aged 4 – 11

## Personal Qualities:

- Calm under pressure and adaptable to changing situations
- A caring, energetic and positive attitude
- A good listener and sensitive to pupils needs
- A sense of responsibility
- Positive behaviour management
- A team player
- A good sense of humour
- Flexibility and use of initiative is very important

## Special Factors:

- Flexibility to accommodate all day educational trips
- Responsibility for first aid when required
- Attend inset days and training when applicable
- Commitment to personal professional development



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