



Job Description: Learning Assistant

Park House English school is committed to safeguarding and promoting the welfare of pupils and expects all staff members to share this commitment.

Line Manager: Head of Primary / Assistant Head: Early Years

Overseen by: Principal

<p>CHILD PROTECTION, STUDENT WELFARE, HEALTH AND SAFETY:</p>	<ul style="list-style-type: none">• To promote and safeguard the welfare of all pupils.• To have a full understanding of and follow the school's Child Safeguarding Policy and associated procedures.• To maintain good order and discipline amongst the pupils and safeguard their health and safety both when they are on the School Premises and when they are engaged in authorised School activities off site (in line with policy).• Ensure that every pupil has the opportunity to discuss concerns and issues.• Ensure Trips & Visits Procedure is followed at all times when planning educational visits.
<p>PRIMARY OBJECTIVE OF ROLE:</p>	<p>The primary purpose of the Learning Assistant is to work under the guidance of teaching and senior staff to implement agreed work programs with individuals/groups in and out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the management and preparation of resources. The primary focus will be to support students in accessing the curriculum and assisting them to undertake and complete tasks.</p>
<p>ACCOUNTABILITY AND RESPONSIBILITIES:</p>	<p>Main Duties:</p> <ul style="list-style-type: none">• Establish productive working relationships with children, acting as a role model and setting high expectations.• Support children consistently whilst recognising and responding to their individual needs.• Promote the inclusion and acceptance of all children within the classroom.• Encourage to interact and work co-operatively with others and engage all students in activities.• Promote independence and employ strategies to recognise and reward achievements and self-reliance.• Work with the teacher to establish an appropriate learning environment.• Assist with the implementation of IEP's.• Monitor and evaluate children's responses to learning.• Promote positive values, attitudes and good student behaviour, in line with established policy.• Implement agreed learning activities, adjusting activities according to responses and needs.• Support the use of IT in learning activities and develop students' competence and independence.• Help all students to access learning activities.• Contribute to the overall ethos, work and aims of the school.



	<ul style="list-style-type: none">• Assist with preparing equipment, apparatus and display boards.• Supervising children to and from the swimming pool, including changing, as appropriate. This is a shared responsibility with the teacher.• Creating, Checking and tidying resources, maintaining a well organised working environment.• Playground duties and monitoring of snack time.• Working with groups of children at the direction of the teacher.• Assisting and implementing school policies.• Be prepared to undertake further professional development.• Take part in the performance management process, setting and reviewing annual targets.
OTHER:	<ul style="list-style-type: none">• Any other duties required by the class teacher, Head of Year, Deputy Head, Assistant Head or the Head Teacher, which is in the scope of the post.• At all times carry out duties with due regard to the school's Health and Safety policy.• Incorporate the school's vision and mission into normal working practice.• Be responsible for safeguarding and promoting the welfare of all children.• Follow the reporting procedures contained in the Child Protection Policy with regards to raising concerns about the welfare of any.
PERSON SPECIFICATION Key Requirements Qualifications	G.C.S.E. (or equivalent) grade C or above in English and math <ul style="list-style-type: none">• Experience of working with primary children• Experience of developing and preparing resources• Some experience supporting pupils with additional learning needs
Skills, Knowledge and Abilities	<ul style="list-style-type: none">• Effective communication skills• Highly organised• Sensitive, caring and responsive to the needs of young people• Enthusiastic and good at motivating students• Ability to work constructively as part of a team <p><i>Working knowledge of the Key Stage 1 and 2 curriculum</i></p> <ul style="list-style-type: none">• <i>An understanding of the principles of child development and learning processes and in particular barriers to learning</i>• <i>A good understanding of classroom roles and responsibilities</i>

Approvals	
Line Manager:	Principal:
Employee:	HR:



The International Schools Partnership

Park House English School is part of The International Schools Partnership (ISP).

The International Schools Partnership (ISP) is a growing group of committed colleagues in financially responsible schools around the world, all of which aim to be the school of choice in their local area. Learning is at the heart of everything we do for our pupils, colleagues and parents. We are committed to getting better, all the time.

ISP was founded by an experienced team of committed educationalists and commercial operators who have worked together over many years. Our growing group of private schools located in the UK, the USA, Europe, Costa Rica, Chile, Colombia, Ecuador, the United Arab Emirates, Qatar, Malaysia, Mexico and Peru educate children and pupils from 2-18 years of age. We have now expanded to 45 schools delivering multiple curricula and building on local brands and reputations with around 45,000 pupils and 7,000 staff located across the globe.

We believe that successful schools are the ones that put learning at the heart of everything they do, always aiming to create rounded individuals that are able to forge successful careers and lives in a rapidly changing world. Our goal is to enable our schools as the leading school of choice in their local area. We are a truly international group working in different cultures and speaking different languages. We work across countries and cultures, too, by working with each other and with other schools and communities. At ISP we continue to engage with schools around the world who are interested in becoming part of our global group of schools and look forward to welcoming more pupils and staff to the group.

All our schools:

- Help children and pupils learn to levels that amaze them.
- Inspire children and pupils to be successful now and equip them to be successful later.
- Are truly international, working in partnerships within and across regions, cultures and languages.
- Aim to be the schools of choice for children, pupils and their families, wherever we are.

Park House English School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All shortlisted candidates and post holders are subject to appropriate International Criminal and Child Protection Background Checks or equivalent, covering the previous 10 years of employment history. Park House English School recruit in several ways including direct application to the school and through international recruitment agencies and organizations.