

Learning Support Assistant: Cleveland Road Primary School

Job Description

Purpose of Role:

- To support children's learning in our school. This will involve working under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This will also involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers.

Main Duties and Responsibilities:

Role Specific:

- This role requires supporting those involved in various aspects of school life as follows;

Support for Children:

- Use specialist (curricular/learning) skills/training/experience to support all pupils, including those with Special Educational Needs
- Assist with the development and implementation of Individual Education Plans (IEPs).
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom and school
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote pupil independence and sensitively support pupils to develop this
- Provide feedback to pupils in relation to progress and achievement

Support for the Teacher:

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives

- Provide objective and accurate feedback and reports to the teacher as required, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Contribute to enhancing the classroom environment by creating effective learning displays
- Support the teacher with the assessment of pupil's learning
- Provide general clerical/admin. support e.g. produce worksheets for agreed activities etc

Support for the Curriculum:

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

Support for the School:

- Undertake various duties as required to support the safe running of the school, including playground duty
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils

General:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a

commitment to equal opportunities and diversity and to the standards of customer care

- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment

Rate and Hours

- This post is Scale Point 14
- 32.5 Hours Per Week. 44.2 Weeks Per Year

Application Information

- Closing date: Monday June 5th 2017 at Noon
- Interview date: Week starting June 12th 2017

Application packs are available to be collected in person via the school office. Alternatively please contact Hilary Reed via Tel – 0208 478 3601 or Email – hilary.reed@redbridge.gov.uk

