



LEARNING SUPPORT ASSISTANT

Grade: LBR 2/3

32.5 hours per week, Term Time plus 1 inset day

Permanent

8.30-3.30pm 30 min lunch break

Line Manager: Headteacher, Deputy Headteacher

Fixed term contract to 31/8/2023

PURPOSE

To work under the direct instruction of teaching/senior staff, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

SUPPORT FOR PUPILS

- Attend to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a good role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.

SUPPORT FOR THE TEACHER

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils' work.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Undertake pupil record keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gather/report information from/to parents/carers as directed.
- Provide clerical/admin support e.g. photocopying, ICT, filing, collecting money etc

SUPPORT FOR THE CURRICULUM

- Support pupils to understand instructions.
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the teacher.
- Support pupils in using basic ICT as directed.

- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

SUPPORT FOR THE SCHOOL

- 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.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance management as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

EXPERIENCE

- Working with or caring for children of relevant age.

QUALIFICATIONS

- Good numeracy/literacy skills
- Participate in development and training opportunities.

KNOWLEDGE/SKILLS

- Appropriate knowledge of first aid.
- Use basic technology – computer, video, photocopier.
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

The above-mentioned duties are neither exclusive or exhaustive. At the discretion of the Head Teacher, such other activities may from time to time be required, consistent with the nature of the job described above.