



## **Chadwell Primary School**

High Road, Chadwell Heath, Romford, Essex. RM6 4EU

Tel: 020 8590 1242

### **JOB DESCRIPTION**

## **Post: Learning Support Play Assistant**

**Salary Scale:** Grade LBR 3 Points 5-6 £24,804 - £25,212 FTE or pro-rata £17,625 - £17,915 approx.

**Location:** Chadwell Heath, Romford, Essex. RM6 4EU

**Working Hours:** 30 hours per week, term time only.

**Contract Term:** fixed term (1 year)

**Start Date:** 1<sup>st</sup> September 2023

### **PURPOSE OF THE ROLE**

To work under the instruction and guidance of teaching and senior staff to undertake work, care and support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

### **SUPPORT FOR PUPILS**

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal care programmes
- To support the physical and medical needs of pupils so that they have equal access to learning opportunities at school.
- Supervise and support pupils ensuring their safety and access to learning
- Establish constructive relationships with pupils and interact with them according 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
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

### **SUPPORT FOR THE TEACHER**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and undertake routine marking of pupils work
- Provide clerical/admin support eg: photocopying, typing, filing, collecting money etc.

### **SUPPORT FOR THE CURRICULUM**

- Undertake structures and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies
- Support the use of ICT in learning activities and develop pupil's competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity 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 and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes (where necessary)
- Accompany teaching staff and pupils on visits, trips and out of school activities, both in and out of school hours, as required and take responsibility for a group under the supervision of the teacher

**Duties and responsibilities of the post may change over time as requirements and circumstances change. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.**

Name of post holder: \_\_\_\_\_

Signed by post holder: \_\_\_\_\_

Dated: \_\_\_\_\_

## **Person Specification**

### **Experience:**

- Working with or caring for children of relevant age
- Working with children with either behaviour difficulties or complex social communication difficulties

### **Qualifications:**

- Good numeracy/literacy skills – (GCSE Grade C and above or the equivalent)
- Desirable: Completion of DfES Teacher Assistant NVQ Level 2/3
- Participate in development and training opportunities

### **Knowledge/Skills:**

- Appropriate use 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.
- Understanding the relevant policies/codes of practice and awareness of relevant legislation
- General understanding of national/foundation stage curriculum and other basic learning programmes/strategies