



Learning together

## **Learning Support with Midday Assistant Duties**

### **JOB DESCRIPTION**

#### **Main purpose**

The Learning Support Assistant will:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement

#### **Duties and responsibilities**

##### **Midday Assistant**

- Ensure pupils are enjoying their lunch break
- Involve pupils in outside/inside activities
- Assist in the dining area and encourage pupils to eat their chosen meal or packed lunch
- To be a lead member of staff to help include children who have a physical or medical difficulty in play /social activities
- To be available to assist children who have medical/ physical challenges with personal care/independence needs

##### **Teaching and learning**

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils, including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Undertake any other relevant duties given by the class teacher

##### **Planning**

- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons
- Plan how they will support the inclusion of pupils in the learning activities

## **Working with colleagues and other relevant professionals**

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

## **Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents
- To support children with their personal care needs. This could include changing, feeding or administering medication.

## **Personal and professional conduct**

- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

## **Other areas of responsibility**

The Learning Support Assistant will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct