

Hackbridge Primary School



JOB DESCRIPTION

Scale 1C3 (Points 2-6)

JOB TITLE: LEARNING SUPPORT ASSISTANT (to include Midday Supervision)

LEARNING SUPPORT ASSISTANT & MIDDAY SUPERVISOR

General Information

Purpose of Job

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to ensure access to learning for pupils and to provide general support to the teacher in the management of pupils and the classroom. To undertake Playground duties at lunchtime daily under the direction of the Senior Midday Supervisor. This will involve providing supervision on the premises and being involved in encouraging children in purposeful play and social skills activities during the lunchtime break.

Specific Duties

Support for Pupils

1. Attend to the pupils' personal needs, and implement related personal programmes, including learning, social, health, physical, hygiene, first aid and welfare matters.
2. Administer daily and emergency medication and care for individuals with individual health care plans for conditions including, but not limited to, diabetes and epilepsy. Training will be given in relation to this.
3. Attend to toileting needs and the clearing up of bodily fluids.
4. Supervise and support pupils ensuring their safety and access to learning.
5. Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
6. Promote the inclusion and acceptance of all pupils.
7. Encourage pupils to interact with others and engage in activities led by the teacher.
8. Encourage pupils to act independently as appropriate.
9. General supervision of children during the lunch period, in the dining hall, playground (and classrooms, in poor weather).

10. Encouragement of purposeful play and social skills activities (if required).
11. Supervising children washing hands etc. before eating, as required.
12. Ensuring children tidy up/clear up in a satisfactory manner.
13. Checking that children are not playing in toilets, cloakrooms etc.

Support for Teacher and Other Staff

14. Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils' work.
15. Be aware of pupil problems/progress/achievement and report to the teacher as agreed.
16. Undertake pupil record keeping as requested.
17. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
18. Gather/report information from/to parents/carers as directed.
19. Provide clerical/admin support, e.g. photocopying, typing, filing, collecting money etc.
20. Working in close co-operation with other school staff, being part of the school team.
21. Ensuring that children who are not entitled to leave the school during the midday break remain on site.
22. Dealing with children who have been sick, (including cleaning up any mess where necessary, if caretaker is off site for any reason).
23. Reporting difficult behaviour to the Senior Midday Supervisor.

Support for the Curriculum

24. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses (in line with individual learning/behaviour/personal care programmes and school Provision Mapping).
25. Support pupil to understand instructions.
26. Support pupils in respect of local and national learning strategies, eg national curriculum, literacy, numeracy, phonics, early reading, as directed by the teacher.
27. Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

Support for the School

28. Be aware of and comply with policies and procedures relating to safeguarding and child

protection, health, safety and security, confidentiality and data protection, equal opportunities, behaviour (including Racial Harassment, bullying, school rules), first aid and fire evacuation procedures, reporting all concerns to an appropriate person within school.

29. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
30. Contribute to the overall ethos/work/aims of the school.
31. Appreciate and support the role of other professionals.
32. Attend relevant meetings as required.
33. Participate in training and other learning activities and performance development as required.
34. Assist with the supervision of pupils out of lessons, including before and after school and at lunchtimes when required.
35. Accompany teaching staff and pupils on visits, trips and out of school activities as required.
36. Watching for any visitors to the school during the lunch break and enquiring their purpose, giving directions as necessary.
37. Dealing with minor first aid problems. Reporting any accidental injury to the Senior Midday Supervisor.
38. Contributing to the happy atmosphere of the school.

Supervision Arrangements

Line Manager: SENDCo and Senior Midday Supervisor

PERSON SPECIFICATION

LEARNING SUPPORT ASSISTANT & MIDDAY SUPERVISOR

The person specification shows the abilities and skills you will need to carry out the duties in the job description. **Applicants must address each point of the person specification sequentially within the statement of suitability within their application. Applications where this has not been fulfilled will not be considered.** Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

Qualifications/Training

1. Hold a full and relevant Level 2 or above qualification in Specialist Teaching & Learning Support, Teaching & Learning Support, Childcare Learning & Development or Teaching Assistant or other equivalent qualification (please note you will need to evidence this with the official certificates).
2. Possess good literacy and numeracy skills, equivalent to at least GCSE grades 4 or above or grade C or above; Level 2 Functional Skills; O-level grade C or above or CSE grade 1 in English and Maths (please note you will need to evidence this with the official certificates).

Experience

3. Have successful recent experience of working with children of primary school age.
4. Experience of organising and supervising games and activities for groups of children.

Abilities, Skills, Knowledge

5. Demonstrate the ability to support access to learning for pupils in Phonics, Reading, Writing, GPaS and Numeracy lessons.
6. Demonstrate the ability to provide general support to the teacher in the management of pupils and the classroom.
7. Demonstrate the ability to relate well to children and adults.
8. Demonstrate the ability to work constructively as part of a team, understand classroom roles and responsibilities and your own position within these.
9. Demonstrate the ability to use basic technology, such as a computer, photocopier, iPad etc.
10. Experience of administering first aid and be willing and able to deal with minor first aid to the pupils.
11. Hold a recognised paediatric first aid qualification or demonstrate a willingness to undertake appropriate training.
12. Demonstrate the ability to undertake basic clerical duties, e.g. photocopying, filing and simple record keeping.
13. Self-reflect on areas for development and participate in development and training opportunities as required.
14. Demonstrate the ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities.
15. Be patient and calm by nature.
16. Be firm but fair in matters of discipline.
17. Demonstrate the ability to work as part of a team.
18. Contribute ideas to further develop the play opportunities for the children during the lunch break.