



Penn Wood Primary and Nursery School
Better Never Stops: 'Community, Kindness, Respect and Excellence'

Penn Road, Slough Berkshire, SL2 1PH

Telephone: 01753 521811

Email: enquiries@pennwood.slough.sch.uk

Post title:	Learning Support Assistant
School:	Penn Wood Primary and Nursery School
Salary and grade:	Level 3 – SCP 5-7

Job Description

Main purpose of the job:

- To, under the direction of the class teacher, work with individual or small groups of children, including those with significant SEN
- To assist the teacher in the delivery of the Curriculum
- To deliver support and care programmes
- To ensure the safety, welfare and good conduct of pupils in classrooms, communal areas and outside, in accordance with the practices and procedures of the school.
- To supervise pupils in the dining area, playground or other designated area of the school premises, ensuring that children are happy and safe during this time.
- To interact positively with children, providing an excellent model of respect and kindness
- To encourage good standards of behaviour and monitor the behaviour of pupils in accordance with the school's behaviour management policy

Duties and responsibilities:

- To promote and exemplify positive behaviour and uphold the school ethos.
- To support effective and efficient teaching and learning in classes, ensuring that identified children are engaged and are able to meet learning goals
- To deliver individual and small group support to enable all children to access appropriate learning
- To take part in planning sessions with the class teacher, including group and individualised work programmes, e.g. SEN Support Plan (SSPs)
- To develop children's independent learning skills and their access to resources to support learning
- To feedback any observations and assessments of children the class teacher to support progress and future planning
- To ensure that a good working knowledge of children's current strengths and next steps is maintained and used positively to enable children to succeed in their goals
- To promote the school's efforts to build positive behaviour for learning, assisting with behaviour management and reporting any problems appropriately
- To encourage and engage children in positive interactions with others
- To observe and record activities and achievements highlighting progress, as appropriate
- To, working as part of a team, provide support in all areas of the curriculum and assist the teacher in completing routine classroom-based tasks.

- To work flexibility and develop trust of staff and children, demonstrating excellent professional conduct, confidentiality and respect.
- To show enthusiasm and openness to new ideas.
- To prepare equipment and materials as required for the start of the session and check and store after sessions.
- To provide sensitive and appropriate welfare support to pupils (first aid duties, if trained)
- To accompany children off school premises as directed by the class teachers, but in the presence of a teacher.
- To maintain confidentiality
- To understand current statutory guidance including 'Keeping Children Safe in Education' Part 1, safeguarding policies, Prevent Strategy.
- To understand the importance of sharing relevant information, in a timely manner with the designated Safeguarding lead.
- To assist in maintaining classroom standards to ensure a clean and safe environment.
- To observe school security and health and safety arrangements
- To understand the importance of first aid procedures, recording/reporting incidents and a broad knowledge of Health & Safety Policy.
- To promote community cohesion and cultural diversity encompassing a full understanding of the school's ethos
- To perform any reasonable duties as requested by the headteacher

Signature of post holder Date:/..../....

Signature of Headteacher Date:/..../....