



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definite list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

SALARY: NJC GRADE 4, points 5 - 6
£23,500 - £23,893 (£16,052 - £16,320 pro rata)

HOURS: Full-Time (Part-Time considered) Term time plus INSET days
30 hours per week:
Monday – Friday 8:20 – 15:20 (unpaid 1 hour lunch break)
Fixed Term Appointment until July 2025

LOCATION: Clapham and Patching CE Primary School
The Street
Worthing
West Sussex BN13 3UU

Head of School: Justine Chubb

Job Title : Learning Support Assistant

Accountability : Head of School

The role is to support the needs of EYFS and KS1 groups of children. This appointment is based at Clapham and Patching C of E Primary School but the postholder may have the opportunity to support KS3 and KS4 students at Worthing High School.

Person Specification

All criteria are essential unless stated otherwise

- A Level 2 or equivalent qualification in Science, Maths and English
- Working at NVQ level 2 in supporting teaching and learning or equivalent; may be working towards NVQ level 3 and/or national occupational standards.
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.
- An ability to maintain high professional standards and the ability to follow quality assurance systems

- An ability to relate well to all children ensuring that their needs are met
- An ability to put the needs of the child first
- An ability to develop effective and supportive relationships with colleagues
- Ability to follow direction and use own initiative
- An interest in child development
- An ability to be clear, concise and fluent in both written and oral communication
- Proven ability to remain calm and self-controlled under pressure, reacting well to change and remaining positive setbacks
- Prepared to undertake training/development as required
- Show commitment to continuous personal learning and development which supports the delivery of outstanding service

Duties/Responsibilities:

Key Duties:

- Lead planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Support the teacher in monitoring, assessing and recording pupil progress/activities
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all pupils as required
- Work with pupils on therapy or care programmes, designed and supervised by a therapist/care
- Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue)

Learning Support Needs Assistants at this level may also undertake some or all of the following:

- Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
- Update pupil records.
- Assist with break-time supervision including facilitating games and activities.
- Assist with escorting pupils on educational visits.
- Support pupils in using basic ICT
- Undertake moving and handling activities as required

- Undertake any other reasonable duties from time to time as may be directed by the Head of School

Please note, because of the nature of this job, if you are successful in your application you will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

South Downs Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

October 2024