

Newbold & Tredington (C of E) Primary School



Job Description - Learning Support Assistant Level 1 and 2

Date:

Name:

Post Held: Learning Assistant Level 1 and 2

Duties and responsibilities:

- To work under the direction and guidance of the Head Teacher, SENCo and Class Teacher to assist in the educational and social development of pupils.
- To ensure the maintenance of a clean, orderly and safe working environment making sure that the equipment/resources/materials are set out on time.
- To assist the class teacher with learning activities ensuring health and safety and good behaviour of pupils. To support the pupils in accessing learning activities as directed by the class teacher to enable pupils' progress towards their targets. To be aware of and support the differences to ensure all pupils have equal access to opportunities to learn and develop.
- To participate in the implementation of individual education programmes for pupils, designed by the SENCo and teaching staff. Duties may include delivering intervention programmes and monitoring the progress of pupils educationally and/or socially, maintaining accurate records, in order to ensure documentation of all interventions with children.
- To work with individual programmes devised by other professionals, from outside agencies involved in supporting the pupils, eg. Speech Therapists, Occupational therapists, etc. To discuss the progress of these children with the outside agencies, if required.
- To support pupils, agreed with the Head Teacher and SENCo, with emotional or behavioural problems and assist with the development of social skills to promote positive sensitive behaviour patterns, raise self-esteem and improve independent working.
- To participate and supervise pupils in off-site activities as directed by the Head Teacher, SENCo and/or class teacher, eg. educational trips, walks, etc. To supervise in PE lessons and at playtime to ensure the continued safety of children.
- To be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' well being.

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- To contribute to the overall work and aims of the school. To appreciate and support the role of colleagues and other professionals and to enable the school to fulfil its development plans, etc.
- To send the pupils to the person responsible for first aid, who will record accidents in the school accident log book, which is kept in the school office. To inform the class teacher of any injuries which have occurred during play time. To inform the class teacher of any serious incidents that may have occurred during playtime.
- At morning, lunchtimes and afternoon playtimes to supervise the children. To encourage the children in positive play and behaviours in the playground. The teaching assistants will choose a child to ring the bell to signal the end of play, or the five minute bell when children are encouraged to have a drink and visit the toilet if they need to. The children should line up quietly in the playground, ready to be collected by their class teacher.
- To participate in the annual performance appraisal and to agree, with your line manager, targets for the following year.
- To contact the Head Teacher by 7.15am if they are unable to attend school, due to sickness or any other circumstances beyond their control
- To carry out such other reasonable duties as the Head Teacher may require from time to time.
- To support the development of safeguarding and child protection policies, training and procedures and guidance for Newbold and Tredington C of E Primary School.

To whom responsible:

Head Teacher and Line Manager

The job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained within may vary or be amended from time to time without changing the level of responsibility associated with this post. Staff will be notified before changes occur.

Signed:.....

Date:.....

Signed:.....

Head Teacher