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| **School:** | | **Wymeswold C of E Primary School** |
| **Job Title:** | | **Learning Support Assistant & Lunchtime Supervisor** |
| **Grade:** | | **5** |
| **Responsible To:** | | Headteacher |
| **Key Relationships/**  **Liaison with:** | | Teachers, Other classroom support staff, SENCo |
| **Job Purpose:** | | The Learning Support Assistant will work under the direct supervision of the class teacher and will be involved in general classroom support, as well as provide support for SEN pupils to enable them to access the school curriculum and engage in all aspects of school life, in accordance with school policies and procedures. This may include supporting individual children in class, and working with small groups of children, both in the classroom setting or in a designated withdrawal area. |
| **Occupational Standards:** | | Supporting Teaching and Learning (STL) Level 2 |
| **MAIN DUTIES AND RESPONSIBILITIES:** | | |
|  | To work under the supervision of a teacher to provide care and encouragement to  children and young people with disabilities or special educational needs, supporting  them to participate in activities and liaising, if required, with parents / carers / other  professionals as appropriate.  To work under the direct supervision of a teacher to carry out planned learning  activities to meet the specific needs of designated children, either individually or in  small groups, providing feedback on their engagement in activities and their achievement of the desired learning objectives.  To support the physical, intellectual, emotional and social development of pupils,  including contributing ideas and suggestions to support planning, to meet their development needs.  To observe and feed back to the teacher on pupil performance and behaviour, taking  action as appropriate in line with relevant school policies.  To help prepare, monitor and maintain a safe and secure learning environment in line  with the teacher’s lesson plans.  To support pupils to improve their numeracy and literacy skills through focussed  learning activities and more generally across the curriculum.  To prepare and utilise ICT resources to support pupils learning.  To prepare and support the use of learning materials, adapting them as necessary to  meet the needs of the designated pupil(s).  To liaise with the class teacher about individual children’s learning.  To support the class teacher in managing behaviour and by promoting good behaviour around the school.  To promote inclusive education and integration and help in the development of relationships by encouraging appropriate interaction between pupils.  To participate in educational visits and off-site activities in order to support the full engagement of the designated pupil(s).  To invigilate or provide authorised SEN support for internal and external tests and  examinations under formal conditions.  To interact with and respond positively to children, young people and adults.  To develop positive relationships with colleagues, providing consistent and effective  support and working constructively as a member of the school staff team.  To contribute to the provision of support for bilingual / multilingual pupils if required.  To encourage participation in structured and unstructured learning activities,  including play (timetabled and during breaks if required).  To attend learning support meetings and staff meetings where relevant.  To attend courses and keep up to date with new developments.  Supervision and control of pupils in the dining hall, including, where appropriate, assist/supervise pupils with their general hygiene requirements.  Organising dinner queue and entrance of pupils into dining hall and from dining hall to  playground; ensuring good behaviour and calm atmosphere.  Encouraging pupils to eat (including those with packed lunches) especially those with special needs or disabilities.  Being aware of pupils on special or restricted diets for medical reasons from information provided by the school.  Supervision and control of pupils in the playground.  To take appropriate action, in accordance with the school policy, in the event of behaviour issues during the lunch period.  Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch period.  To support, as appropriate, in instances where pupils are unwell whilst at the school\*  To provide toileting support to pupils as necessary\*\*  To comply with the procedures relating to child protection, health, safety and security, confidentiality and report concerns to an appropriate person. | |

\*appropriate first aid qualifications. However, any member of staff may be required to provide general support to a child who is unwell or receiving first aid treatment.

\*\* these duties only to be undertaken after appropriate risk assessment and training have been provided.

**Subject to the duration of the need, the special conditions given below apply:**

1. The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
2. Expenses will be paid in accordance with the Local Conditions of Service.
3. This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore, **a DBS enhanced check is an essential requirement.**

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.





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| **School:** | | **Wymeswold C of E Primary School** | | | |
| **Job Title:** | | **Learning Support Assistant (LSA) & Lunchtime Supervisor** | | | |
| **Grade:** | | **5** | | | |
|  | | **Essential** | **Desirable** | **How assessed** | |
| Qualifications  * NVQ Level 2 in Supporting Teaching and Learning, or equivalent. * Level 2 qualifications in maths/numeracy and English/literacy | | **✓** | **✓** | App/Doc  App/Doc | |
| ExperienceExperience of supporting teaching and learning in a formal setting. | | **✓** |  | App/Int/Ref | |
| Knowledge  * Knowledge of child protection and health and safety procedures. | | **✓** |  | App/Int/Ref | |
| **Skills/Attributes**   * Ability and willingness to undertake professional development.      * Good interpersonal skills. * Empathy with children and young people. * Ability to work effectively as part of a team. | | **✓**  **✓**  **✓**  **✓** |  | App/Int  Int/Ref  Int/Ref  Int/Ref | |
| **General Circumstances**   * An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. | | **✓** |  | App/Int | |
| **Factors not already covered**  Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010. | | **✓** |  | Med | |

**App = Application Form Test = Test Int = Interview Pre = Presentation Med = Medical Questionnaire Doc = Documentary Evidence (E.g., Certificates)**