

Coppice Academy

Learning Support Assistant



This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Learning Support Assistant
School	Coppice Academy
Salary Band/Range	Band C £24,702 - £27,334
Responsible to	Associate Headteacher
Location	Coppice Academy
CRB Check	Enhanced DBS required
Special Conditions	Cantonese Speaker

Job Purpose

To support the class teacher in providing and promoting an environment suitable for the educational and social needs of children at various stages of development, in order to help them attain their full potential.

Main Duties and Responsibilities

Under the direction and supervision of a qualified teacher:

- Assist pupils with integration into the normal routine of the classroom.
- Plan, prepare, evaluate and modify lessons and work plans
- Assist in the implementation of programmes designed by other professionals such as educational psychologists, and speech and language therapists.
- Mark, monitor and evaluate pupils' work and responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Preparation of displays of work for and from children creating a stimulating learning environment
- Attend staff meetings, parental consultations and other school events as required.
- Contribute to the overall ethos, aims and work of the school, working with colleagues to develop a positive learning and working environment.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise with parents/carers as agreed with the teacher and participate in feedback sessions/meetings with parents.
- Assist children with personal hygiene routines.
- Deal with minor accidents and administer first aid
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin supports e.g. administer coursework; produce worksheets for agreed activities etc.
- Take class register and collect monies.
- Supervise children during playtimes, on visits, trips and out of school activities as required.

People

The job involves no direct responsibility for the supervision, direction or coordination of other employees within the school situation.

Safeguarding

The school is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.

Financial

The postholder may handle small amounts of cash, cheques or equivalent for school activities, school trips and fund raising events

Buildings & Equipment

Responsibility for the correct use and handling of equipment. Some responsibility for ensuring that the correct equipment/resources are available for pupil use.

Health & Safety

The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.

Policies & Procedures

The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

Other Conditions

Mobility

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.

Equal Opportunities

School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.

Variations to Job Descriptions

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements

Training and Development

The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

Core Qualities & Leadership Framework

The school expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

Compiled/Reviewed	MG/AB
Date:	Dec2023