



Location: Hunloke Park Primary School, Lodge Drive, Wingerworth, Chesterfield, S42 6PT

Salary: Redhill Academy Trust Pay Scale, Band 6, Scale Points 29 - 32

Hours of work: 7.5 hours per week, term time only

Responsible to: Headteacher

Post objective: To provide practical support as a Learning Support Assistant within extended services.

The post holder must carry out his/her responsibilities within the guidance of the Derbyshire County Council agreed framework and the Education Act 2002, with particular regard to the regulations made under Section 133 and the statutory responsibilities of the Governing Bodies of Schools.

Responsible for under direct guidance of the teacher:

- To provide safe, creative and appropriate play opportunities to meet the needs of individual children from different cultures and religious backgrounds, and those at different stages of development.
- To prepare a wide range of creative and enjoyable activities, organise programmes and arrange the appropriate equipment.
- To involve children in the planning of activities and ensure that play meets the full range of children's individual and group needs.
- To encourage fair and caring behaviour among children, along with independence and self-esteem.
- Work with other professionals
- Liaise effectively with parents

Main Duties and Responsibilities - under direct instruction from the Headteacher:

- To assist in the day-to-day organisation and operation of the breakfast club.
- Ensure the safety and well-being of club users. Providing a caring, secure environment through individual attention and group activities.
- To organise a range of interesting, valuable and appropriate activities.
- Ensure that parents, carers and other visitors are made to feel welcome.
- To act in accordance with staff and extended services policies and practices.
- To undertake any training as it becomes necessary.
- To undertake other duties and responsibilities, on occasion, of an equivalent nature, as determined by the Headteacher.

Health and safety

- To ensure that activities are carried out in a safe and responsible manner.
- To ensure that food provision is balanced and healthy, and in line with the Food Safety Act 1990.
- To ensure good hygiene standards are maintained at all times and uphold the requisite health and safety standards.
- To deal with injuries and emergencies and follow the proper procedures.
- To ensure every child is collected by the appropriate adult.
- To ensure the school's safeguarding and child protection standards are upheld.

General Duties

- Participation in appropriate meetings and training.
- Undertake any administrative duties relevant and appropriate to this post.
- Take an active part in appraising their own work against management and supervision arrangements.
- Maintain confidentiality at all times and to observe Data protection Guidelines.
- Understand and comply with the school's equal opportunity and other policies.
- Embrace any other duties that may be reasonably regarded as within the nature of the duties, responsibilities and the grade of this post.

All members of the school community have a duty to uphold and promote all guidance, policies and principles relating to the safeguarding of children.



	Essential	Desirable
Qualifications & training	• General standard of education • NVQ level 2 or above or equivalent (or working towards) • Good standards of literacy and numeracy equivalent to GCSE (A-C)	• Paediatric First Aid qualification • Recent safeguarding training • Level 2 Food Hygiene certificate
Experience	• Understanding of children's age and stages of development • Familiar with the use of basic technology • Knowledge of procedures for a limited range of learning activities for children	• Experience of working with children in a play, childcare or out of school setting
Knowledge & understanding	• Knowledge of the role of a Learning Support Assistant • Understanding of how to ensure good behaviour through positive behaviour management strategies • Understanding of child protection, safe guarding, and equal opportunities • Understanding of the varying needs of all pupils including SEN	• Continuing professional development in childcare play and out of school's services

Skills	• Good communication skills – both written and oral • Ability to motivate children • Commitment to on-going professional development • Good organisational and time management skills • Ability to work independently and as part of a team • Able to contribute to a warm and caring environment	Good IT skills
Personal characteristics	• Creative and resourceful • Positive and enthusiastic attitude to play • Show a caring attitude towards pupils, staff and parents • Be open minded and approachable • Ability to work as part of a large team working towards shared goals through a consistent approach • Well organised, flexible and works using own initiative • Sense of humour • Flexible approach to school life • Calm under pressure	