

## JOB DESCRIPTION

<b>Job Title</b>	<b>Learning Support Assistant/Midday Assistant</b>
<b>Grade</b>	Scale 3 Point 5–6
<b>Reports to</b>	Headteacher, Deputy Headteacher & SENCO
<b>Liaison with</b>	Teaching staff, support staff, Headteacher, pupils.
<b>Job Purpose</b>	<p>To work in partnership with class teachers to create a supportive and inclusive learning environment that enables all pupils to achieve their full potential, in line with the National Curriculum and school policies.</p> <p>To ensure the care, safety and supervision of pupils during the midday break, both in the dining areas and on the playground, promoting a positive and inclusive lunchtime environment.</p>
<b>Principal Accountabilities</b>	<p>The Learning Support Assistant will work with individual pupils or small groups under the direction of the class teacher, supporting the delivery of planned learning activities and teaching programmes. They will implement agreed strategies and adapt activities in response to pupils' needs and progress, ensuring that each child is fully engaged and supported in their learning.</p> <p>To be accountable for ensuring the safety, wellbeing and good conduct of pupils during the lunch period by supervising dining and play areas, encouraging positive behaviour and social interaction and maintaining a clean and safe environment.</p>
<b>Duties and responsibilities</b>	<p><b>Supporting Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>• Support pupils with activities which develop literacy and numeracy skills.</li> <li>• Support and offer interventions to pupils.</li> <li>• Support the use of ICT in the classroom and help pupils develop competence and independence in its use.</li> <li>• Promote the inclusion and acceptance of children with special educational needs, ensuring access to lessons through appropriate clarification, explanation, and resources.</li> <li>• To support learning by arranging and providing resources for lessons and activities under the direction of the teacher.</li> <li>• Assist with the preparation, maintenance, and control of stocks of materials and resources.</li> </ul> <p><b>Pupil Support and Wellbeing</b></p> <ul style="list-style-type: none"> <li>• Establish positive relationships with pupils.</li> <li>• Interact with, and support pupils according to individual needs and skills.</li> <li>• Promote positive pupil behaviour in line with school policies and help keep pupils on task.</li> <li>• Attend to pupils' personal needs, including help with social, welfare, and health matters, and administer minor first aid where required.</li> <li>• Supervise pupils for limited and specified periods, including break-times, facilitating games and activities.</li> <li>• Assist with escorting pupils on educational visits.</li> </ul>

	<p><b>Monitoring and Assessment</b></p> <ul style="list-style-type: none"> <li>• Participate in planning and evaluation of learning activities with the teacher, providing feedback on pupil progress and behaviour.</li> <li>• Monitor and record pupil activities as appropriate, writing records and reports as required.</li> <li>• Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.</li> <li>• Assist with the development and implementation of Individual Education Plans (IEPs).</li> </ul> <p><b>Classroom and School Support</b></p> <ul style="list-style-type: none"> <li>• Liaise with other staff and provide information about pupils as appropriate.</li> <li>• Assist with the display and presentation of pupils' work.</li> </ul> <p><b>Supporting Pupils During Lunchtime</b></p> <ul style="list-style-type: none"> <li>• To assist children in selecting their meal and sitting in an appropriate place in the dining hall or sandwich room.</li> <li>• To assist children with eating their meal if required.</li> <li>• To provide pastoral care, guidance and routine advice to pupils as appropriate.</li> <li>• To alert Senior Midday Assistant and/or the Headteacher of any concerns regarding an individual child or group of children.</li> </ul> <p><b>Maintaining a Clean and Safe Lunchtime Environment</b></p> <ul style="list-style-type: none"> <li>• To clear tables when meals are finished and clear up any associated spillages.</li> <li>• To ensure the dining areas are left clean, tidy and safe for all pupils and staff.</li> </ul> <p><b>Promoting Positive Behaviour and Play</b></p> <ul style="list-style-type: none"> <li>• To enforce the necessary sanctions for maintaining good order in line with the school's behaviour policy.</li> <li>• Where necessary and appropriate, lead games and activities with the children to encourage positive play and social interaction.</li> </ul> <p><b>Health, Safety and Record Keeping</b></p> <ul style="list-style-type: none"> <li>• To administer basic first aid as required.</li> <li>• To keep daily records of first aid administered, behaviour incidents, and sanctions employed, together with any other relevant records as needed.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager.</li> <li>• Attend relevant training and take personal responsibility for own CPD.</li> <li>• Attend relevant school meetings as required.</li> <li>• To respect confidentiality at all times.</li> </ul>

	<ul style="list-style-type: none"> <li>• To understand and apply school policies in relation to health, safety and welfare.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.</li> <li>• The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul> <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>
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