



THE WINDMILLS JUNIOR SCHOOL

JOB DESCRIPTION

Learning Support Assistant GRADE 3

Responsible to: Headteacher, Inclusion Manager

Main Purpose of the Job: To assist in promoting the learning and personal development of all pupils, with a focus on supporting those that need additional help and those with special educational needs

SPECIFICALLY To aid pupils in learning as effectively as possible in class, small groups or one-to-one by:

- Clarifying and explaining instructions
- Ensuring pupils are able to use equipment and materials provided
- Motivating and encouraging pupils as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to their needs
- Assisting in areas where pupils have specific developmental or processing issues: speech and language, behaviour, reading, spelling, mathematics, handwriting/presentation etc
- Delivering intervention programmes to support the development of key skills
- Giving pupils positive encouragement, feedback and praise to reinforce and sustain pupils' efforts and develop self-reliance and self esteem
- Providing additional nurture to individuals when requested by the class teacher or Inclusion Manager
- Consistently and effectively implementing agreed strategies to support children to regulate their behaviour and work within the school's expectations
- Helping to create appropriate resources to support pupils' learning
- Establishing supportive relationships with all pupils
- Supporting pupils in developing social skills, both in and out of the classroom
- Deliver specific focused interventions (planned by the teacher) so that children can achieve their targets on their Pupil Progress Plans
- Providing medical support for children including administering medicine as indicated on individuals' health care plans (such as monitoring diabetic children, or those with epilepsy – full training will be given)

Administration, Duties and Professional Profile:

- To liaise with the class teacher and the Inclusion Manager appropriately to ensure that the support role in planned activities is clearly understood and that the desired learning outcome are attained
- To participate in consultations with parents of children, school support staff and external support agencies, when required
- To assist the class teacher and Inclusion Manager in assessment, review and renewal of PPPs, and record keeping as required
- To assist in maintaining a tidy, safe and stimulating learning environment
- To carry out daily playground duties supporting the children to be active and play with others safely
- To provide a positive role model for the children, adhering to school policies and codes of dress, maintaining professional relationships and upholding all aspects of the school ethos
- In particular, to be aware and comply with policies and procedures related to Child Protection, Health, Safety and Security, Confidentiality and Data Protection, Behaviour and Anti-Bullying, reporting all concerns to the appropriate person and following up on any safeguarding concerns, immediately and to the appropriate person
- To ensure that all children, regardless of age, gender, race, culture, faith or ability are treated fairly and given equal access to learning opportunities
- To support children who are displaying unregulated behaviour to calm and then resolve the incident in line with the school's behaviour policy
- To undertake such training as may be specified by the Headteacher in order to extend skills, knowledge and understanding of aspects of the role
- Under the direction of the teacher, to carry out and report on systematic observations of pupils in order to gather evidence of their knowledge, understanding and skills, upon which the teacher can make judgements about their stage of development

- To perform resource preparation e.g. operating reprographics equipment as required (photocopier or laminator); making books, labels or signs; and undertaking practical tasks to maintain a good standard of classroom appearance
- To develop, where appropriate, a relationship to foster links between home and school, and to keep the school informed of relevant information
- To be aware of confidential issues linked to home/pupil/teacher/school and to maintain confidentiality at all times
- To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment in line with expectations under the GDPR
- To take part in training activities offered by the school to further knowledge (within employed hours or extra paid hours by mutual agreement)
- To accompany teachers and pupils on educational visits
- To take accountability and shared responsibility for dealing with minor crises as they arise during the day, such as first aid incidents and toileting accidents

Midday Meals Supervisor - Duties and Responsibilities:

- To support in setting up and packing away of the lunch hall - working together as a team
- To supervise from the beginning of the lunch period - taking over supervision of a class from the teacher at the allocated time
- Being prompt out to playtime / lunchtime so that the children are supervised
- To supervise the children through use of the toilets, ensuring hygiene and appropriate behaviour
- To provide supervision for school lunches in the hall or packed lunches in the classroom. Encouraging good manners and for children to eat the food provided in a supportive way
- To know the school rules on what children are allowed to bring in from home and report to parents where items are not compliant – no nuts for example
- To supervise queues and maintain an orderly movement around the school at all times
- To reinforce the school's positive behaviour policy
- During wet play, to ensure that the dining hall and classrooms are safe and tidy at all times
- To maintain good relationships and communication with everyone in the school at all times
- To lead play and games, in order to help children socialise and play appropriately
- To settle classes quietly at the end of lunchtime
- When the weather is bad, to organise, supervise and tidy away indoor activities with the children
- To be trained in first aid – dealing with minor medical injuries as they happen in the classroom or on the playground – seeking advice for more serious incidents
- To participate in any training courses that are relevant to this post

The ethos of role:

- Ensure students are at the heart of everything.
- Maintain a commitment to continuous improvement.
- Attend staff development opportunities.
- Respect confidentiality.
- Be aware of and implement all aspects of safeguarding procedures.

From time to time, the post holder may be required to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or level of responsibility entailed.

Signature of post holder:

Date:

Signature of headteacher:

Date: