

# St Margaret Clitherow RC School

## Job Description

### Level 2 Learning Support Assistant

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#### Duties of Post:

**Responsible to:** Head teacher or Class teacher or SENCo

#### **Purpose of job**

To provide practical assistance to the line manager in the School/service in catering for the personal welfare and education needs of pupils. As far as possible to ensure a safe working environment for staff and pupils. To contribute to facilitating pupil access to the education system, promoting inclusion, assessing and supporting achievement and monitoring progress towards service objectives. Supporting pupils on the special educational needs register as required.

#### **Specifically**

1. To provide personal care and assistance for pupils who require such support. This may include assisting with oral and personal hygiene including changing nappies/pads and facilitating incontinence programmes, feeding or assisting with feeding the pupil safely and hygienically, and supporting the pupil during break and lunch times as appropriate.
2. To prepare and assist in the preparation of classrooms, resources, equipment and computers for use by pupils.
3. Assisting the teacher to supervise and support pupils' IEPs both indoors and outdoors. Assisting with work plans and written observations and records on an individual's progress. To take part in school activities and events as required.
4. To work with individuals and small groups on specific activities under the guidance of the Teacher and/or other lead person.
5. To motivate and support pupils to task and complete work in a focussed way.
6. Accompanying and supporting children on outings from school as necessary.
7. To pass on information about pupils personal and educational needs to parents, the class teacher and other staff as appropriate. To contribute to team meetings and review meetings.
8. To support the pupil in physical activities (e.g. PE, drama, etc) as required.

9. To undertake training and attend INSET days in accordance with contractual arrangements. To contribute to whole school policies.

10. Attending to minor accidents at school, where appropriate training has been given, and supervising unwell children at the direction of the Head Teacher.

11. To maintain the health & safety of pupils and colleagues in the school by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with to your manager.

12. To support the school's/borough's equal opportunities policies.

Other: Assisting with any other duties of a similar level of responsibility as required by the Head Teacher.

Date of Issue: \_\_\_\_\_

Signature of Postholder: \_\_\_\_\_