



St Margaret's

Church of England Academy

London Road, Bowers Gifford,
Basildon, Essex SS13 2DU

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Email:

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Executive Headteacher: Miss S Finch

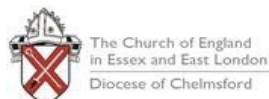
Acting Deputy Head of School: Mrs A Henshaw

Job Description

Learning Support Assistant

Job Title	Learning Support Assistant
Grade	Scale 2
Reports to	Executive Headteacher, Head of School, Class Teacher
Responsible for	Supporting individuals or small groups of children.
Liaison with	Teaching staff, support staff, Headteacher, pupils.
Job Purpose	To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.
Principal Accountabilities	<ul style="list-style-type: none">Working with individuals or small groups of children under the direction of teaching staffImplement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to pupils' responses as appropriate.
Duties	<ul style="list-style-type: none">Establish positive relationships with pupils supported.Support pupils with activities which support literacy and numeracy skillsSupport the use of ICT in the classroom and develop pupils' competence and independence in its usePromote positive pupil behaviour in line with school policies and help keep pupils on taskInteract with, and support pupils, according to individual needs and skillsPromote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resourcesParticipate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviourMonitor and record pupil activities as appropriate writing records and reports as requiredProvide feedback to pupils in relation to attainment and progress under the guidance of the teacher

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	<ul style="list-style-type: none"> To support learning by arranging/providing resources for lessons/activities under the direction of the teacher To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid. To assist with the preparation, maintenance and control of stocks of materials and resources. Assist with the development and implementation of One Plans / EHCPs Liaise with other staff and provide information about pupils as appropriate To assist with the display and presentation of pupils' work To supervise pupils for specified periods including break and lunch times; acting as part of a team, to take care and control of the children on the school premises. To assist children in selecting their meal and sitting in an appropriate place in the dining hall. To assist children with eating their meal if applicable. To clear tables when meals are finished and clear up any associated spillages. To assist with escorting pupils on educational visits.
General	<ul style="list-style-type: none"> To understand and apply school policies in relation to health, safety and welfare Attend relevant training and take responsibility for own development Attend relevant school meetings as required To respect confidentiality at all times To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Executive Headteacher / Head of School to carry out appropriate duties within the context of the job, skills and grade.</p>

God's word is a lamp to guide our feet and a light for our path' Inspired by Psalm 119:105

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