

# CASTLEFIELD SCHOOL



## JOB DESCRIPTION

**Name:**

**Job Title:** Full-time Learning Support Assistant

**In order to do this job effectively you must be a flexible co-operative team member who manages time well.**

**Hours:** 8:30 am to 3:30 pm with half an hour each day for lunch

**Medical Room duties:** To take responsibility as time tabled

**Day to day:**

### **Support duties**

- All resources should be ready for the start of each session
- Follow timetable as directed by line manager
- Liaise with class teacher and support teacher
- Bring to attention of SENDCo or named person, any particular special needs of children
- Support pupils with specific needs
- Support pupils to access the curriculum through appropriate interventions
- Take part in playground and lunch time supervision
- Clear up after sessions in which they have been involved
- Attend relevant training courses

### **General duties**

- Respond flexibly to day to day needs
- Support everyday domestic chores and maintenance and care of the school and its equipment
- Undertake First Aid duties, including dealing with children who have been sick or wet / soiled themselves
- Any extra welfare duties as directed e.g. notice boards, photo-copying
- Participate in class trips as directed
- Promote good home/school relations

### **And in particular**

- To be part of the Pupil Support team
- To know who the SEND children are in your year group & support designated children within class lessons, carrying out work set by the class teacher
- To be able to take responsibility for a class to provide PPA cover or occasionally at other times when the need arises – as appropriate
- To hold a 'First Aid at School' certificate.

The school's needs change from time to time. Your role may have to change to meet these needs. Reasonable changes may be made to this job description by the Head Teacher.

**Responsible to:**

**Prepared by:**

**Date:**

**Post Holder:** .....

**Team Leader:** .....

**Date:**

**Review Date:**