

Role: Level 3 Learning Assistant

Reporting to: Assistant Head Teacher

Grade: SP18-24

Full time/Part time: Full Time

Purpose

To carry out the functions of a learning assistant at Dixons Allerton Academy in accordance with the stated aims and objectives of the Academy and the department. Also to contribute to the promotion and development of an integrated education that offers high quality experiences for children aged 3 – 11 years.

Duties and Responsibilities

- Support the learning of children in lessons as directed by the class teacher.
- Cover classes on a regular basis and where needed as directed by a senior leader
- Act as a 'Key Person' or 'Learning Mentor' for a group of children in an allocated class
- To support children at family dining either whilst eating or accessing their outdoor time.
- Support breakfast club, after school club and manage the opening and closing of school gates as directed by a senior leader.
- Support with the auditing, replenishing, reordering and managing of learning resources in school
- To uphold academy's the behaviour management policy throughout school
- To attend meetings, carry out administrative tasks and duties as specified in the staff handbook and on the academy calendar.
- To provide and facilitate the general progress and well-being of any individual student within any group of students assigned to him or her, providing guidance and advice to students on educational and social matters.
- To implement academy policy with regard to registration, student absence, dress code and enforce academy rules relating to health and safety.
- To participate in full staff and Key Stage meetings and to contribute to academy decision-making and consultation procedures.
- To be involved in the academy appraisal process, to engage in professional development activities so as to enhance personal performance, fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and development plan.
- Ensure that homework is set, where appropriate, and monitored and that records are kept up-to-date.
- To carry out any other reasonable duties as requested by the Primary Head.