

Job Description

Job Title: Learning Support Assistant with Midday Assistant Duties

Location: KS2 Year 5

Hours of work: 8.30am - 1.15pm

Reports to: Class Teacher and Head teacher

Overall Responsibilities:

Learning Support Assistant -

To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and schools policies and procedures

Midday Assistant -

To take care and control of all children on the school premises during the Midday break, plus any other duties that can be reasonably asked of you under the direction of the Head teacher

Main Duties Learning Support Assistant:

- Working with individual children or a small group under the direction of the teaching staff
- Establish positive relationships with the pupils supported
- Implement planned learning objectives/teaching programmes as agreed with the class teacher, adjusting activities according to the pupils response
- Support the pupils with activities which support Literacy and Numeracy skills
- Support the use of ICT in the classroom/ICT suite and develop the pupils' competence and independence in its use
- Promote positive pupil behaviour in line with school policies and help keep pupils on task
- Interact with and support the pupils, according to individual needs and skills
- Promote the inclusion and acceptance of any child with special needs within the classroom, ensuring access to lessons and their content through appropriate clarification, explanation and resources
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour

Main Duties Learning Support Assistant continued:

- Monitor and record pupil activities as appropriate, writing records and reports as required
- Provide feedback to pupils in relation to attainment and progress, under the guidance of the teacher
- To support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- To attend pupils' personal needs including help with social, welfare and health matters, including minor first aid
- To respect confidentiality at all times

- Not engage in any form of social media commenting (e.g. Facebook) that may lead to detrimental comments about the school, pupils or any stakeholder connected to the academy.
- Adhere to the Academies Enterprise Trust dress code and ensure that you are suitably presented for the role that you have within the school.

Main Duties for Midday Assistant :

- To assist children in selecting their meal and sitting in an appropriate place to eat it
- To deal with spillages and clear tables when meals are finished
- To maintain good order and discipline among pupils with particular reference to health and safety
- To enforce the necessary sanctions to maintain good order, in accordance with school policy on behaviour management
- To administer first aid if appropriately qualified to do so
- To keep daily records of first aid administered and record any other incidents in the Blue Book
- Report to staff, as necessary, on behaviour and sanctions employed and any first aid incidents
- Provide pastoral care, guidance and advice to pupils as appropriate and have their welfare of paramount importance at all times.
- To assist with the moving of chairs and tables if necessary
- To oversee the getting out and putting away of the playground activities
- To alert the Head teacher about any concerns regarding an individual child
- To maintain and respect confidentiality at all time.
- To assist with the children's activities and help with the playground zoning organisation

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Post holder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications & Experience	Specific qualifications	<ul style="list-style-type: none"> • Right to work in the UK • As Learning Support Assistant 	
	Qualifications required for the role		
	Specific Knowledge/ Experience	<ul style="list-style-type: none"> • The post holder will have basic knowledge of Health and Safety, First Aid, Lifting and Handling and Fire Prevention for which appropriate training will be provided • Use of equipment/resources • Experience of working with young people • Full working knowledge of relevant policies/codes of practice/legislation 	
	Skills/Abilities	<ul style="list-style-type: none"> • Ability to relate well to pupils and adults • Empathy with children • Good organisational skills • Ability to remain calm under pressure • Ability to manage own time effectively • Demonstrate creativity and an ability to resolve routine problems independently • Adaptable and flexible with the ability to work as part of a team • Ability to use clear language to communicate information • Ability to listen effectively • Understand procedures and legislation relating to confidentiality • Be prepared to learn and develop in the role. • Commitment to the academy's aims, ethos and vision 	
Behaviours	DBS (CRB)	<ul style="list-style-type: none"> • This post is subject to receipt of a Disclosure and Barring Service Certificate 	

	Special requirements	<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of pupils and young people • Ability to travel as required 	
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