JOB DESCRIPTION – Paddock Wood Primary Academy

Job Title: **Learning Support Assistant**
Responsible to: **Principal**

Job Summary: To support the class teacher in the teaching and welfare of children to attain the targets set within the National Curriculum or Personalised Plans.

Principal Duties and Responsibilities:

- To provide teaching support in small groups and where necessary work with individual pupils to the highest standards.
- Assist the implementation of Individual Programmes for pupils and help monitor their progress.
- Assist the teacher in monitoring progress by keeping a daily observation record and maintain special needs records as required.
- To assist teachers in day to day classroom duties as required e.g. with preparation of the classroom, material and displays to ensure outstanding teaching.
- To undertake specific duties identified by class teacher.
- Reinforce the behaviour policy and aim to raise self-esteem and encourage independent working.
- To assist with pupils who are unwell and provide basic first aid cover to the children on a rota basis at break times.
- To participate in in-service training and attend staff meetings when appropriate.
- To maintain a positive, supportive attitude within a team, to implement agreed school policies, aims and objectives and to promote the school ethos.
- To do playground duty on a rota basis at break times and lunchtimes.
- Work with other professionals, such as Speech Therapists and Educational Psychologists, as necessary.
- Undertake other duties from time to time as the Principal requires.
- Set an excellent example in terms of dress, punctuality and attendance.

Person Specification:

- Good standard of general education (i.e. NVQ level 1 or equivalent) together with good numeracy and literacy skills (GCSE/equivalent C grade or above in Maths and English)
- Previous experience of working with children, particularly those with ASD would be beneficial, but not essential as training will be given
- Good use of basic technology (computer, video, photocopier)
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality would be beneficial, but not essential as training will be given
- Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly

- First Aid qualification would be an advantage but not essential

It is important that the person appointed can support the ethos of the school and its way of working and be able to work under specific instructions from the Principal, Class Teacher, and SENCO.

Notes

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The 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. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal. 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.