

## **Prep School Learning Support Assistant**

### **The Role**

The Learning Support Assistant will support the learning of pupils in an appropriate and effective manner in the context of the job role. They must be talented, enthusiastic, organised and flexible.

The Learning Support Assistant will be required to demonstrate that they can support the curriculum by using strategies to improve and sustain high standards of achievement, promoting spiritual, moral, social and good behaviour.

The Learning Support Assistant will act as a Lunchtime Supervisor also.

The role is 27.5 hours over 5 days per week during term time only.

## Learning Support Assistant

### Job Description

Reporting to Designated Class Teacher, SENCO

#### Key Responsibility areas:

- A Support the learning of pupils within the classroom setting.
- B Provide support for the class teacher and the Prep School as a whole.
- C Provide support for the Prep School including the supervision of pupils.
- D Provide lunch time supervision.

#### Key Tasks

- A1 Support the learning of children through hearing children read, spelling, handwriting and computing tasks.
- A2 Undertake preparation of materials for learning, including setting up classroom equipment, preparing materials and the preparation of audio-visual resources.
- A3 Help children develop social skills and play a role in the implementation of school behavioural and pupil management policies and practices.
- A4 Liaise with the SENCO regarding support for children on the school's ALN register and support those children accordingly.
  
- B1 Support teachers in the development and implementation of English and Maths provision in the Prep School.
- B2 Liaise regularly with class teachers over their support role.
- B3 Assist with the preparation and display of children's work.
- B4 Oversee the storage and general maintenance of shared resources alongside other TAs.
  
- C1 Supervise children, including playground supervision. This to be undertaken in accordance with Prep School policies.
- C2 Undertake clerical and administrative tasks.
  
- D1 Setting up dining furniture to be ready for lunch
- D2 Supervising children in dining area
- D3 Helping those children who need assistance with cutting up food, etc.
- D4 Supervision of children in playground if required

Other reasonable duties as may be required from time to time

#### Professional Development

- Actively seek out opportunities for continuing professional development and training.
- Develop skills in line with wider developments within the school and participate in training schemes to keep abreast of research in the field of education and up-to-date with appropriate publications.
- All employees of Embley take part in an annual performance management and appraisal system

#### Qualifications/Experience

- Have English and Maths GCSE.
- Good oral and written communication
- Good understanding of IT
- Good understanding of how children learn
- Previous experience of working with children is preferable.
- Understanding of basic first aid procedures.

***It is the nature of the work of Embley that tasks and responsibilities are, in many circumstances, unpredictable and varied. This job description is not necessarily a comprehensive definition of the post. All staff are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in the job description. The job description will be reviewed once every year (as part of the appraisal process) and it may be subject to modification or amendment at any time after consultation with the holder of the post.***

June 2023