



Job Description

JOB DETAILS

Job Title: Learning Assistant

Reports to: Headmistress

Location: Peregrines and Falcons School for Girls

RESPONSIBILITIES

- 1) To support the classroom teacher at all times.
 - 2) To work with the class teacher to foster a warm, caring and friendly environment for the children within the classroom.
 - 3) To work with the class teacher in preparing work for the children and assisting as required within the classroom.
 - 4) To carry out delegated tasks set by the class teacher.
 - 5) To help ensure that pupils make the maximum amount of progress possible in each lesson.
 - 6) To take particular responsibility for hearing the children read on a daily basis, updating their reading records and general monitoring that they are reading books at a level appropriate to their needs.
 - 7) To chaperone children on the school bus (this will entail accompanying the minibus driver on a round trip, starting from school after afternoon clubs, dropping off the children at key drop off points before returning to the School).
 - 8) To maintain discipline in accordance with school policies at all times and to encourage positive practice in relation to general behaviour and approach to school life.
 - 9) To work as part of a team with the teachers, other Learning Assistants and the rest of the school staff.
 - 10) To maintain cordial and informative relationships with parents.
 - 11) To provide support for the children in a broad range of situations both on and off-site.
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OTHER DUTIES

- 1) To attend Staff Meetings and INSET days as appropriate.
- 2) To participate in (and where appropriate contribute to) the general well-being of the Staff and School so as to maintain and improve the performance of the school for the benefit of all concerned.
- 3) To support the pupils and school as a whole, by attending school productions, functions and any events as requested.
- 4) To keep abreast of all policies of the school and to be aware of problems with individual pupils so that communication between colleagues for their general well-being is consistent.
- 5) To contribute to termly school reports where the Learning Assistant has supported the child's learning.
- 6) To share in the responsibility for covering colleagues in their absence.
- 7) To comply with all legal requirements such as register of attendance and Health and Safety regulations.
- 8) To carry out tasks as delegated by the Headmistress or Senior Leader team.
- 9) To attend professional development courses to further knowledge and expertise as and when appropriate.
- 10) Responsibility for promoting and safeguarding the welfare of children and young people for whom you are responsible, or with whom you come into contact in the school. It is your responsibility to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If at any time you identify any instance that a child or young person is at risk you must report your concerns immediately to the Designated Safeguarding Lead or the Headmistress.

Note: This job description is indicative of the duties and responsibilities of the post but does not form part of any contract of employment. All jobs within the school evolve over time and their features vary from year to year.

SAFEGUARDING

Falcons School for Girls is committed to safeguarding and promoting the welfare of children and young people and as an employee of APG you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff within APG Schools and individuals are expected to conduct themselves in a way that reflects the principles of our organisation.

JOB DESCRIPTION AGREEMENT

Job Holders signature:

Date:

Manager's signature:

Date: