

### **Job Description: Learning Support Assistant**

We are seeking a vibrant enthusiastic, forward-thinking person with a passion for working with children.

This is a fantastic development opportunity for the successful candidate to become an integral part of building the future of the 21<sup>st</sup> Century Learning at Banister Primary School in a culturally diverse community.

This role would be perfect for graduates who are excited about the prospect of taking up a career in teaching and opportunities will arise in the future for continuing professional development.

Start date: September 2024

Salary Range: £26,609 - £28,770 FTE (Grade 6) pro rata depending upon the experience of the candidate. Actual starting salary based on term time contract at 30 hours per week is £18,546

#### **The Role**

##### **PURPOSE OF THE JOB**

- To assist teachers in providing a learning environment that enables all children to access the curriculum and learn to the best of their ability
- To work with and support children with a variety of academic, physical and emotional/behavioural needs on a class, group or individual basis

##### **KEY ACCOUNTABILITIES**

1. To work with individuals or groups of children, as directed by the class teacher and/or SENCO, to support subjects and learning across the whole curriculum (this may include the supervision of a classroom for periods of time);
2. To establish supportive, caring and secure relationships with the child/ children, promoting respect, self-esteem and a positive, inclusive whole school ethos
3. To develop knowledge and understanding of specific academic, physical and emotional/behavioural needs of individuals and groups of children and respond to them effectively;
4. To assist the class teacher/SENCO with the planning, development and delivery of suitable programmes of work for pupils, including those with specific learning needs and/or a statement of special educational needs;
5. To support class teachers to design, create and produce learning activities, materials and resources to support aspects of the curriculum or particular learning outcomes, and to assist and support the children in using them;

6. To help, support and motivate the children, clarifying instructions, encouraging independent learning and behaviour and enabling learning targets and outcomes to be achieved;
7. To contribute to monitoring and recording pupils' progress, maintaining records and providing relevant feedback to teachers;
8. To provide welfare support to the children, including administering First Aid (dependent on training) and attending to personal hygiene and identified medical needs as required ;
9. To liaise with outside agencies, where appropriate, in respect of individual children;
10. To assist with general school duties which may include setting up classrooms, preparing resources and displays, tidying and clearing away, supervision of children during playtimes and supervision of children entering and leaving school premises;
11. To take responsibility for administering SIMS system of registration in class
12. To take responsibility for administering dinner registers in class
13. To assist in timetabled break duties in partnership with a teacher
14. To help children with personal cleanliness and clean up "soiled areas" (this includes body spillages) as required

### **Supporting the school**

1. To support the aims, values and policies of the school and participate in a team approach to all aspects of school life.
2. To attend and contribute to regular staff meetings and in service training as required and identify areas of personal practice and experience to develop.
3. To take appropriate responsibility for safeguarding and children's welfare and to be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.

### **OTHER DUTIES:**

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

### **SAFEGUARDING**

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the LA and school.