



SYTHWOOD PRIMARY SCHOOL AND CHILDREN'S CENTRE JOB DESCRIPTION

Graduate Learning Support Assistant

Is teaching your long term career goal? Would you like to gain experience in the classroom with a vision to moving into the teaching profession? Would you like to work at a school that not only encourages progression into teaching but also helps to facilitate the move?

Salary Grade: S3 - £15,308 - £17,316 – dependent on skills and experience

Hours: 35 (8.30am – 4pm) Term-time only

Contract: Fixed-Term contract ending on 31/08/2018

Responsible to the Headteacher

Purpose:

To provide support for pupils, the teacher and school in order to raise standards of achievement for all pupils, to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

We can offer

- Hands on experience for graduates who plan to train as a teacher.
- The opportunity to move into the School Centered Initial Teaching Training Program.
- Enthusiastic, responsive children who are ready to learn.
- Quality professional development and staff training during working hours.
- A strong, supportive team of colleagues.
- Excellent support and guidance from Senior Leaders.
- A genuinely inclusive school. We have a specialist Visually Impaired unit that offers one-to-one support for children with a range of visual impairments.
- A positive and caring culture.
- The opportunity to specialise in an area of Special Educational Needs.

Responsibilities

- Work as part of a team at the direction of the Headteacher/Deputy/Assistant Head/Class Teacher to support teaching provision and pupils' learning.
- Under the guidance of the class teacher and following school policies, to work with individuals and groups of pupils in class and encourage their learning.
- At the direction of the class teacher, to help organise classroom activities, and prepare resources.
- Provide support for pupils' emotional and social development and modelling positive behaviour, and dealing with disruption as agreed in the school's Behaviour Policy.
- Ensure the physical welfare of pupils and assist pupils with their physical needs as appropriate and agreed. This may include assisting with a child's personal hygiene when required.
- Communicate and liaise with other members of school staff in order to ensure the most effective provision for pupils' academic, emotional and social development.
- To undertake observations relevant to the learning outcomes of the activity.
- Assessment and record-keeping.

- Supervise pupils in the playground and lunch hall and organise play time activities.
- Attend outings with pupils, in accordance with school policies and safety guidelines, providing assistance with pupils' care and welfare and with the learning activities undertaken.
- Undertake any other reasonable duties from time to time as may be directed by the Headteacher.

Duties

- Provide support in the classroom under the direction of the Teacher. This may include:
 - Encouraging language development.
 - Supporting the development of skills.
 - Supporting the emotional development of children.
 - Undertaking practical activities e.g. baking, play, art.
 - Supporting and carrying out behaviour management.
 - Supporting reading, writing and other aspects of the learning process.
 - Carrying out tasks planned, prepared and monitored by the Teacher.
 - Supervising children during break and lunch times.

Personal Responsibilities

- Be aware of key school plans, policies and procedures, especially the Health and Safety Procedures and Child Protection Policies.
- Take part in Performance Management in order to identify and agree development and training needs.
- Within your contracted hours, undertake Induction Training and other training as identified in Performance Management Processes, as may be required to enable you to provide the school with effective support.
- Within your contracted hours, attend staff meetings as required.
- Be aware of the learning and physical needs of the children you support.
- Respect the confidentiality of children information and respond sensitively to children's needs.
- To promote the safeguarding of children.

Essential

- The ability to build good relationships with children, parents/carers and teachers.
- To work as part of a team.
- To be flexible and creative.
- Excellent literacy and numeracy skills (GCSE Grade C or equivalent in Maths, English and preferably Science).
- An undergraduate degree or equivalent.

For more information or to request an application form please email our HR Administrator, Katie Fontaine at k.fontaine@sythwood.surrey.sch.uk