



WEST LODGE PRIMARY SCHOOL

LEARNING ASSISTANT JOB DESCRIPTION - GRADE G1 pt 4

Key Roles

To work under the guidance of teaching/senior staff to enable access to learning for pupils and provide general support to the teaching staff in the management of pupils.

To develop a knowledge of a range of learning support needs and to develop an understanding of the specific needs of the children to be supported.

To enable the children to learn as effectively as possible both in group situations and on his/her own by, for example:

- Assisting in areas of need
- Helping pupils to concentrate on and finish work set
- Meeting physical needs as required whilst encouraging independence
- Liaising with the classteacher and using the EHCP (where appropriate) to develop appropriate resources to support the children
- To lead and maintain positive and enjoyable break times for pupils including organising and participating in physical games and activities
- To contribute to the whole school ethos, environment and organisation both practically and as a positive role model for pupils and colleagues

To commit to and meet the 'Professional Standards for Teaching Assistants'. These are set out in four themes:

1. Personal and professional conduct
2. Knowledge and understanding
3. Teaching and learning
4. Working with others

More detail can be found in the document itself:

<https://www.unison.org.uk/content/uploads/2016/06/Teaching-Assistant-Professional-Standards.pdf>

Key Duties

Support for Pupils

- Support the learning of all pupils including those with a statement of educational need or an Education Health and Care Plan
- Attend to all pupils' personal needs, including social, health, physical, intimate care, first aid and welfare matters
- Supervise and support pupils ensuring their safety and access to learning
- Establish positive relationships with pupils, acting as a role model and being aware of, and responding appropriately to, individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to develop independence.
- Work in partnership with other agencies to deliver support programmes.

Support for the Teacher

- Prepare classrooms as directed for lessons and clear afterwards
- Assist with the display of pupils' work
- Be aware of pupil progress/achievements and report to the teacher as agreed.
- Undertake pupil record keeping as requested.
- Support the teacher in managing pupil behaviour, reporting concerns as appropriate.
- Gather/report information from/to parents/carers as directed
- Provide clerical/admin, support e.g. photocopying, filing, collecting in reading books and writing home diaries/link books.
- Provide short term cover for any class when necessary, activities planned by teacher.
- Attend meetings with staff/parents/other agencies when requested to help share information about individual children.

Support for the Curriculum

- To uphold the principles of the West Lodge teaching for Learning Policy
- Support pupils to understand instructions
- Support pupils in respect of local and national initiatives as directed by the teacher.
- Support pupils in using basic ICT as directed.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

Support at Lunchtimes

- Ensure the safety and welfare of all pupils at school during the midday break
- Supervise pupils during the midday break in all areas of the school, including classrooms, playground, playing fields and dining room
- Ensure that any play equipment used in the playground is used safely
- Organise games and activities for groups of children during the midday break
- Ensure that during a wet midday break children are supervised in their classrooms or the hall and a calm atmosphere is maintained, with children encouraged in appropriate activities

Support for the School

- Take a positive attitude towards flexible deployment
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, health & safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in CPD and training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times e.g. playtim
- Accompany teaching staff and pupils on visits, trips and out of school activities arequired and take responsibility for individuals and/or groups of children.

General

- The Learning Assistant may be called upon to perform other duties that the Headteacher considers reasonable, and which are commensurate with the grading and designation of the post.

Updated May 2021.