

Sythwood Primary School and



Children's Centre



Transforming schools... changing lives

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POST: LEARNING SUPPORT ASSISTANT

HOURS: 22.5 hpw. 37.8 weeks per year (Term-time plus 5 Inset days).

JOB PURPOSE:

To work as part of the whole school team to support all children to make progress at our school.
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.

RESPONSIBLE TO:

The Head of School.

MAIN DUTIES:

1. Teaching Support

- To work as part of a team at the direction of the Head of School/Deputy/Inclusion Manager/Class teacher to support teaching provision and pupils' learning.
- Under the guidance of teaching staff, organise and deliver appropriate support or interventions to small groups and individuals.
- Monitor and report on pupil's progress in intervention programmes.
- Be involved in planning individual educational plans, review meetings and meetings with parents
- To undertake observations relevant to the learning outcomes of the activity.
- To ensure that any significant information relating to an individual's behaviour development or ability is passed to the relevant teacher.
- In conjunction with other staff, to supervise children during breaks and lunchtimes and on any educational outing.
- Assessment and record-keeping.
- Attend relevant in-service training.
- Attend and contribute to team meetings as appropriate.
- 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.

2. Welfare

- To assist in meeting children's needs for encouragement, reassurance and comfort.
- To attend to physical care and encourage independence and self-help at all times. This may include changing nappies and assisting with a child's personal hygiene when required.
- To administer, under direction and with proper training, minor first aid to children and ensure that any relevant health information is reported.
- To support children's emotional and social development.

3. Personal Responsibilities

- Be aware of key school plans, policies and procedures, especially the Health and Safety Procedures and Child Protection Procedures.
- 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.
- Be aware of the learning and physical needs of the pupils you support.
- Respect the confidentiality of pupil information and respond sensitively to pupil's needs.
- To promote the safeguarding of children.

3. 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
- Good literacy and numeracy skills (GCSE Grade C or equivalent in Maths and English)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This role is subject to an Enhanced Disclosure and Barring Service Check.