

Job Description

Name:

Job Title: Learning Support Assistant

Grade: Band B Grade 1

Hours of work: 20

School: Wootton Primary School
Farmclose Road
Wootton, Northampton

Responsible to: Class teacher

Main Purpose of job:

1. to support groups of children within literacy, numeracy & other subjects; to promote the inclusion of all children by working pro-actively with those identified on the SEN register and with statements of SEN, in order that they may reach their full potential through delivery of intervention programmes;
2. to provide care, support and supervision for children during the day and the midday lunch break and also leading play during breaks where appropriate.

Duties and Responsibilities:

- Support for pupils: Supporting both groups and individual children with SEN and other children, by preparing and delivering intervention programmes after guidance from teachers; helping children both academically and with their social skills; helping children directly with tasks and enabling them to become confident, independent learners; feeding back to teachers and helping to review the learning.
- To care for a class or groups of children by: following policies in school including the safeguarding and child protection, intimate care policies and all other policies relevant to post; ensuring that their eating area is clean and set up before and after lunch; to ensure children attend to personal hygiene; ensuring that individual or groups of children are never left unsupervised; to deal with minor incidents of inappropriate behaviour; to supervise, lead and encourage co-operative and fair play; to ensure that all play areas are fully supervised; to deal with minor first aid incidents and log them following school procedures.
- Support for the teacher: performing a number of routine or more complex tasks for the teacher such as photocopying, preparing or clearing away equipment & resources; supporting, adjusting and delivering group work and feeding back key information to the teacher; assisting with the planning cycle for groups of children; escorting children around the premises or on visits; helping maintain the learning environment e.g. keeping it tidy and attractive.
- Support with the curriculum: supporting the teaching of curricula subjects and PSHE by working with small groups or individuals.
- Support for the School: working as part of the whole staff in achieving the school's aims and targets; familiarising yourself with school policies such as the Behaviour Policy and pro-actively translating them into practice; having knowledge of appropriate intervention programmes and strategies; helping to further the ethos of the school; promoting the school positively.

Arrangements for appraisal of performance

Informal meetings regularly with class teacher and annual appraisal.,