

Nazeing Primary School

Job Description

LEARNING SUPPORT ASSISTANT

Responsible to: SENDCO

Purpose of the job: Acting as part of a team, support the work of the teaching staff in the education and social development of all the children in the infant and junior classes.

Duties and Responsibilities:

- To work as directed by the Classteacher to ensure academic progress is made by all pupils.
- To assist the SENCO in ensuring the Special Needs Programmes are carried out in each class and the progress recorded.
- To attend regular meetings for CPD.
- To assist and accompany the teacher i.e. on class educational visits and adhere to the safety rules.
- To assist in the preparation of classroom resources.
- To fulfil safeguarding requirements as outlined in the school's safeguarding policy.
- To be prepared to assist in the organisation of the seasonal activities at Christmas, Easter, Harvest Festival or other cultures' festivals held throughout the year.
- To supervise and help assist in playground activities at playtime, lunchtime or in planned lessons.
- To carry out any reasonable / similar duties required by the Headteacher in any part of the school or other class, i.e. one to one working, school records, displays etc.

This job description sets out the duties of the above post at the time it was drawn up. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.