Job Description for Learning Support Assistants at Frieth CEC School

Post: Learning Support Assistant
Responsible to: Headteacher, SLT and class teachers

Duties

- To support the learning and teaching of individuals and groups of children in conjunction with and under the guidance of the class teacher. However, the job or duties may vary or be amended from time to time without changing the level of responsibility associated with the post.
- To provide supervision outside of the classroom during morning and midday breaks.

Teaching and learning

1. Assist in the educational and social development of children under the direction of the headteacher, SENCO and class teachers
2. Assist in the implementation of school support plans for children and help to monitor their progress
3. Provide for individual children and groups inside and outside of the classroom environment to enable them to fully participate in the life and learning of the school
4. To support teachers in delivery of the curriculum to all children
5. Work with other professionals, such as speech therapists and occupational therapists, as necessary
6. Assist class teachers with maintaining student records i.e. assessment folders, marking and recording
7. Support children with emotional and behavioral problems and help to develop their social skills through planned activities supplied by the SENCO or class teacher

Assessing and reporting

1. Prepare and present displays of children's work under the guidance of the class teacher
2. Support class teachers in administrative and clerical tasks
3. Undertake other duties from time to time as the headteacher requires

Standards and quality assurance

1. Support the values and ethos of the school
2. To understand and abide by the school policy and procedures for child protection.
3. Set a good example in terms of dress, punctuality and attendance
4. Attend and participate in TA meetings
5. Always uphold the school's behaviour policy and pupil uniform regulations
6. Attend appropriate CPD and Performance Management arrangements
7. Be proactive in matters relating to health and safety

Playtime and midday supervision

1. Ensure that the children eat their lunch
2. Encourage good manners and respect amongst the children including sitting appropriately
3. Help the children play together
4. Foster good relationships with and between the children
5. Be on hand to help any children experiencing problems on the playground
6. Administer first aid
7. Inform the class teacher and/or headteacher of any problems that arise
8. Help with setting up and clearing away the lunchtime furniture
9. Ensure the hall floor is swept and ready for afternoon learning

Other duties and responsibilities

Carry out such other duties as are deemed reasonable, necessary and consistent with your role by the Headteacher and/or governors from time to time.