



Greatfields Primary School
Learning Support Assistant Job Description

Hours: 35 hours per week
Full-time- permanent
Grade: Scale 3 (term-time only)
Responsible to: Head of school (HOS)

Why work at Greatfields Primary?

- *Amazing, well-behaved children, who are happy at school and excited by what they are learning each day.*
- *A fantastic new build, which includes access to secondary school resources and expertise.*
- *A local school with all the advantages of a successful academy group, including a strong central team of support, teaching and leadership staff.*
- *Greatfields Primary School is a short walk from Barking Station and has close access to EL1 and EL2 bus services.*
- *Professional development opportunities to support your ongoing growth and career progression.*
- *Supportive and collaborative work environment with opportunities for mentorship and professional networking.*
- *Opportunity to make a meaningful difference in the lives of young children and their families.*

Purpose of Job:

- Work alongside class teachers to raise the learning and attainment of pupils.
- Deliver first aid.
- Promote pupils' independence, self-esteem and social inclusion.
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.



Main duties:

Supporting teaching and learning;

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

Planning:

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons.
- Prepare the classroom and outside learning area for lessons.

Working with staff, parents/Carers and relevant professionals.

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision



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- **Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers**
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Health and safety:

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents
- Deliver first aid when needed.

Personal development:

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Child protection:

- Required to carry out all reasonable duties and responsibilities of the post
- Promote the safeguarding of all pupils in the school.
- Enactment of Health and Safety requirements and initiatives as appropriate
- All employees are required to declare any conflict of interest that may arise before or during their employment.
- Undergo and meet school conditions for a satisfactory enhanced DBS check,
- Treating all information acquired through your employment, both formally and informally in the strictest of confidence



Notes:

- The Trust/school expects its employees to work flexibility within the framework of duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job role but which is within the remit of the duties and responsibilities.
- Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.