

Job Description

St George's New Town Junior School



#EliteTeam

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www.stgeorgesjunior.org

Name of Postholder	<i>A Learning-Assistant</i>
Title of Post	Learning Assistant : Including Individual Special Provision
Grade	Band 2
Reporting to	Teacher – Phase Leader – SLT - Headteacher
Purpose of Role	<p>To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures, assisting pupils with moderate needs and to support their learning.</p> <p>To support students requiring individual alternative provision to secure them in mainstream education, enable them to be fully included, and minimise the risk of exclusion or off-site alternative provision.</p>

Duties

- Establish positive relationships with pupils supported, interacting with, and supporting pupils, according to individual needs and skills
- Provide an emotionally warm and supportive environment
- Maintain a safe learning environment through positive pro-social behaviour management strategies, and by leading by example
- Support pupils with activities which support literacy and numeracy skills, implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Support the appropriate use of ICT in the classroom and develop pupils' competence and independence in its use
- Promote positive pupil behaviour in line with school policies and help keep pupils on task
- Interact with, and support pupils, according to individual needs and skills

- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Monitor and record pupil activities as appropriate, contributing to records and reports as required, drawing any problems which cannot be resolved easily to the attention of the teacher
- To support learning by selecting appropriate resources/methods to facilitate agreed learning activities
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- To support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid.
- To assist with the preparation, maintenance and control of stocks of materials and resources.
- Assist with the development and implementation of One Plans and programmes for children with specific needs (inc EHCPs)
- Liaise with other staff and other relevant professionals, providing information about pupils as appropriate
- To assist with the display and presentation of pupils' work
- To supervise pupils for limited and specified periods, as required, including regular break-times when the postholder should facilitate games and activities, and assist in the classroom during 'wet breaktime' arrangements
- To assist with escorting pupils on educational visits.
- Handle cash and record income as required
- Support high levels of attendance, sharing and concerns or patterns
- Fulfil duties with respect to safeguarding and child protection
- Support class based clerical tasks, including reprographics, management of paper information, inputting electronic data etc

Welfare

- To administer first aid to pupils as required, in keeping with school policy
- Inform the administration team of any concerns relating to low first aid stock and access to medication
- To liaise with parents regarding pupils wellbeing, sickness and injury
- Assist the teacher and other staff in the implementation of care programmes
- To assist with the general welfare of pupils

Individual Alternative Provision

- To support students for who mainstream education can be challenging.
- Liaise with the teacher, Inclusion Leader and Nurture Leader to provide a tailored curriculum where required.
- Liaise closely with families and external agencies.
- Support students, utilising different learning spaces at the school flexibly.

- Use highly effective behaviour management strategies to keep safe students, and those around them.
- Support students in becoming increasingly included in a mainstream primary setting.

General

- To maintain personal conduct in line with that required in the code of conduct, team handbook, and 'Elite Team' principles.
- Actively share the Governing Body commitment to safeguarding, and the promotion of the welfare of children and young people (expected of all staff and volunteers), and application of Keeping Children Safe in Education.
- To respect confidentiality at all times
- Attend relevant school meetings as required
- Attend relevant training and take responsibility for own development
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace and effective data protection
- Ensure that all duties and services provided are in accordance with the school's equal opportunity policies and expectations
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade