



Maldon Primary School

Wantz Chase, Maldon, Essex CM9 5DQ

Telephone (01621) 853409

Website: www.maldon.essex.sch.uk

Email: admin@maldon-tkat.org

Headteacher - Mrs. Eileen Thorn



Job Description Learning Support Assistant

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| Post Title: A | Learning Support Assistant (Band 2 – Fixed Term / Permanent) |
| School: | Maldon Primary School |
| Scope : | <p>To be available to work specified hours below term time only and staff training days (INSET days) as a Learning Support Assistant.</p> <p>Specific hours :</p> <p>Monday : 8:35 – 1:05pm</p> <p>Tuesday: 8:35 – 1:05pm</p> <p>Wednesday: 8:30 – 1:05pm</p> <p>Thursday: 8:35 – 1:05pm</p> <p>Friday: 8:40 – 1:05pm</p> <p>Total hours : 22.5 p/w</p> |
| | <p>To support the class teacher and a range of children including children with special educational and medical needs.</p> <p>To deliver learning activities / interventions to individuals or small groups of children under the direction of the class teacher / SENDCO</p> <p>To administer any care, medical needs or personal needs including toileting, attending to bodily spills.</p> <p>To support children with structured play activities during breaktimes and lunchtimes and attend to their care needs.</p> <p>To work in partnership with the class teacher, other Learning Support Assistants within the school and the Special Educational Needs Coordinator to support learning in line with the school curriculum, codes of practice and school policies and procedures.</p> |
| Responsible to: | The Headteacher, Special Needs Coordinator and Class teacher |
| Responsibilities | <ul style="list-style-type: none">• Work with individuals or small groups of children under the direction of teaching staff• Develop an understanding of specific learning needs and styles and provide differentiated support to pupils individually and within a group• Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate |

- Establish positive relationships with the individual child and other children within the class.
- Provide constructive feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Undertake general administrative tasks associated with classroom support and provision
- Support pupils with activities in a range of learning skills
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- Be involved in planning, organising and implementing Individual Education Plans, including attendance at, and contribution to, reviews
- 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
- Promote positive pupil behaviour in line with school policies and help keep pupils on task
- Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required
- To keep accurate records
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher
- Support learning by selecting appropriate resources/methods to facilitate agreed learning activities
- Attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid and attending to bodily spills.
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- To assist with the display and presentation of pupils' work
- To assist with escorting pupils on educational visits
- To understand and apply school policies in relation to health, safety and welfare
- Take an active role in the preparation, maintenance and control of stocks of materials and resources required
- Attend relevant training and take responsibility for own development
- Attend relevant school meetings as required
- To respect confidentiality at all times
- 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 & safety in the workplace and with the School's Equal Opportunities Policy

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| | <ul style="list-style-type: none">• Be committed to safeguarding and promoting the welfare of children and young people• Support and uphold the school's aims, ethos and policies.• 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. |
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