

## Job Description

<b>Job Title</b>	Welfare and Learning Assistant 'B' (Primary/Nursery)
<b>Grade</b>	Scale 3
<b>Reports to</b>	Headteacher/Class Teacher/SENCO
<b>Responsible for</b>	Other learning assistants.
<b>Liaison with</b>	Teaching staff, support staff, headteacher, pupils
<b>Job Purpose</b>	<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.</p> <p>Acting as part of a team, to take care and control of all the children on the school premises during the midday break between the morning and afternoon teaching sessions.</p>
<b>Principal Accountabilities</b>	<ul style="list-style-type: none"> <li>• Working with individuals or small groups of children under the direction of teaching staff</li> <li>• Implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to pupils' responses as appropriate.</li> <li>• To continue the learning for pupils and to maintain the safety, welfare and good conduct of the pupils during the midday break</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Establish positive relationships with pupils supported.</li> <li>• Support pupils with activities which support literacy and numeracy skills</li> <li>• Support the use of technology in the classroom and develop pupils' competence and independence in its use</li> <li>• Promote positive pupil behaviour in line with school policies and help keep pupils on task</li> <li>• Interact with, and support pupils, according to individual needs and skills</li> <li>• 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</li> <li>• Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour</li> <li>• Monitor and record pupil activities as appropriate writing records and reports as required</li> <li>• Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher</li> <li>• To support learning by arranging/providing resources for lessons/activities under the direction of the teacher</li> <li>• To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid.</li> </ul>

	<ul style="list-style-type: none"> <li>• To assist with the preparation, maintenance and control of stocks of materials and resources.</li> <li>• Assist with the development and implementation if documentation associated with individual needs of children.</li> <li>• Liaise with other staff and provide information about pupils as appropriate</li> <li>• To assist with the display and presentation of pupils' work</li> <li>• To supervise pupils for limited and specified periods including break-times and lunch when the post holder should facilitate games and activities</li> <li>• To assist with escorting pupils on educational visits.</li> <li>• To assist children in selecting their meal and sitting in an appropriate place in the dining hall, sandwich room.</li> <li>• To assist children with eating their meal if applicable.</li> <li>• To clear tables when meals are finished and clear up any associated spillages.</li> <li>• To enforce the necessary sanctions for maintaining good order.</li> <li>• To administer basic first aid as required..</li> <li>• To provide pastoral care, guidance and routine advice to pupils as appropriate.</li> <li>• To alert Senior Staff and/or the Executive Headteacher/Deputy of any concerns regarding an individual child or group of children</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To understand and apply school policies in relation to health, safety and welfare</li> <li>• To attend relevant training and meetings as required.</li> <li>• To respect confidentiality at all times.</li> <li>• 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.</li> <li>• To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul> <p>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.</p>

## LEARNING SUPPORT ASSISTANT (B)

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Successful experience working with children in a school/early years environment  Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience  Completion of DCSF induction programme  GCSE Grades A-C in maths and English
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and understanding of the School
	Literacy	Good reading and writing skills
	Numeracy	Good numeracy skills
	Technology	Knowledge of basic ICT to support learning
<b>Communication</b>	Written	Ability to write basic reports
	Verbal	Ability to use clear language to communicate information unambiguously  Ability to listen effectively
	Languages	Overcome communication barriers with children and adults
	Negotiating	Consult with children and their families and carers and other adults
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Ability to understand and support children with developmental difficulty or disability
	Curriculum	Good understanding of the school curriculum  Knowledge of literacy/numeracy strategies

	Child Development	Good understanding of the general aspect of child development  Ability to assess progress and performance
	Health & Well being	Understand and support the importance of physical and emotional wellbeing and understand and support pupils throughout lunchtime, considering health, welfare, safety and social needs
<b>Working with others</b>	Working with partners	Understand the role of others working in and with the school  Understand and value the role of parents and carers in supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information  Ability to follow instructions accurately
<b>Responsibilities</b>	Organisational skills	Good organisational skills  Ability to remain calm under pressure
	Line Management	Ability to support the work of volunteers and other teaching assistants in the classroom
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve routine problems independently
<b>General</b>	Equalities	Awareness of and commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role

	Confidentiality/data protection	Understand and comply with procedures and legislation relating to confidentiality and data protection
	Church of England ethos	Demonstrate a sensitivity towards the Church of England ethos of the school