



PROPRIETOR: LOUISE GEAR

Widford Lodge

HEAD TEACHER: MISS M. COLE

WIDFORD LODGE SCHOOL LTD, WIDFORD ROAD, CHELMSFORD, ESSEX CM2 9AN

Job Description: Learning Support Assistant

Job Purpose:

The Learning Support Assistant will foster the participation of pupils in the social and academic processes of the school, enable pupils to become more independent learners and help to raise the standards of achievement for all pupils.

Reporting to:

SENCo

Duties:

This role will require the successful applicant to spend time each day working with pupils on a one to one basis.

Support for pupils

- support pupils' learning activities, attend to additional learning needs, and help in development;
- help with the care and support of pupils;
- contribute to the health and well-being of pupils;
- establish and maintain relationships with individual pupils and groups;
- be an effective model for pupil behaviour.

Support for the teacher

- help with classroom resources and records;
- contribute to the management of pupils' behaviour, both in the classroom and on the playground, as required;
- support the school curriculum, especially literacy and numeracy activities;
- provide support for learning activities;
- support the use of ICT in the classroom;
- assist in the maintenance of a safe environment for pupils and staff;
- assist in the presentation of display materials;
- support teaching staff or senior colleagues with routine administration;
- supervise snack and lunch times;
- assist with trips and sports fixtures;
- work as part of a team.

Support for the school

- contribute to the maintenance of pupils' safety and security;
- review and develop their own professional practice;
- recognise confidentiality, child protection procedures, Health & Safety, and adhere to the policies of the School;
- Keep accident, incident records;
- Assist in the recording of pupils' progress;
- Attend staff meetings;
- Any other duties appropriate to the post as directed by the school Proprietor, Headteacher and line manager.