



Powers Hall Infant School

Spa Road, Witham, Essex CM8 1NA

Tel: 01376 512605

e-mail: admin@powershall-inf.essex.sch.uk

website: www.powershallinfantschool.co.uk

Headteacher: Mrs C. J. Jaques B.Ed (Hons.), NPQH

Job Description

Title of post:	Learning support assistant
Responsible to:	Headteacher, class teacher.
Purpose of job:	To work in partnership with the class teacher to support learning in line with the national curriculum, foundation stage curriculum, codes of practice and school policies and procedures.

Example of duties and responsibilities

- Working with individuals or small groups of children under the direction of the teaching staff.
- Support children with speech, language and communication needs under the direction of teaching staff.
- Establish positive relationships with the pupils supported.
- Work with the class teacher to differentiate the curriculum appropriately where necessary.
- Support pupils with activities which support literacy and numeracy skills.
- Support the use of ICT and develop pupils' competence and independence in its use.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
- To use initiative and be willing to organise specific activities.
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
- 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.
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher.
- To support the class teacher with positive behaviour management strategies.
- To assist with breaktime supervision including facilitating games and activities.
- To attend to pupils' personal needs including help with social and health matters including minor first aid.
- To assist with the display and presentation of children's work.
- To assist with escorting pupils on educational visits.
- To understand and apply school policies in relation to health, safety and welfare.
- To attend relevant training and take responsibility for own development.
- To work alongside a teacher in the development of an area of the curriculum.
- To participate in and attend meetings as required by the Headteacher.
- To take morning and/or afternoon registration as requested by the class teacher or Headteacher.
- To collect, record and issue receipts for other monies as required, including trips and photographs.
- To respect confidentiality at all times.

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.