

LEARNING SUPPORT ASSISTANT: JOB DESCRIPTION



Job Purpose:	<p>To work in partnership with class teachers to support learning in line with the national curriculum/ EYFS Framework, codes of practice and school policies and procedures.</p> <p>To provide support to students across the school or support students with severe learning, communication, social, sensory and physical difficulties.</p>
Principal Accountabilities:	<p>Provide particular and skilled support to students with severe learning, communication, social, sensory or physical difficulties.</p>
Duties:	<ul style="list-style-type: none">• Work with individuals or small groups of children under the direction of teaching staff.• Understand specific learning needs and styles and provide differentiated support to students individually and within a group.• Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to students' responses as appropriate.• Establish positive relationships with students supported.• Provide feedback to students in relation to attainment and progress under the guidance of the teacher.• Support students with activities which support literacy and numeracy skills or skills in line with seven areas of the early years framework.• Support the use of ICT in the classroom and develop students' competence and independence.• Promote the inclusion and acceptance of children within the classroom, ensuring access to lessons and their content through appropriate clarification, explanation and resources.• Promote positive student behaviour in line with school policies and help ensure students remain on task.• Monitor and record student responses and learning achievements, drawing any problems that cannot be resolved easily to the attention of the teacher or relevant professional.• Liaise with staff and other relevant professionals and provide information about students as appropriate.• Encourage the inclusion of students in a mainstream setting by using positive behaviour management techniques designed to develop the students' ability to behave appropriately.
General:	<ul style="list-style-type: none">• Understand and apply school policies in relation to health, safety and welfare.• Attend relevant training and take responsibility for own development.• Attend relevant schools meetings as required.• Respect confidentiality at all times.

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.

Principal Accountabilities

- To maintain the safety, welfare and good conduct of the pupils during the midday break
- To fully engage with new initiatives and strategies which the school undertakes to support pupil behaviour, wellbeing and safety

Duties

- To assist children in selecting their meal and sitting in an appropriate place in the dining hall, sandwich room.
- To assist children with eating their meal if applicable.
- To assist with the serving of food in the event of the staffing rota changing
- To encourage children to be independent
- To clear tables when meals are finished and clear up any associated spillages.
- To enforce the necessary sanctions for maintaining good order.
- To administer basic first aid as required.
- To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed.
- To provide pastoral care, guidance and routine advice to pupils as appropriate.
- To lead activities with the children and to help them organise and use the lunchtime equipment sensibly and safely
- To alert Senior Midday Assistant and/or the Headteacher and/or Deputy Headteacher of any concerns regarding an individual child or group of children

General

- To respect the role of others in school and support lunchtime colleagues with their role as appropriate
- To follow an agreed timetable of organisation at lunchtime and recognise that this may require change or degree of flexibility
- To attend relevant training and meetings as required.

NOTE:

All staff are expected to:

- participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager;

- comply with individual responsibilities, in accordance with the role, for health & safety in the workplace;
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of the job, skills and grade.

Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.