



# ST. NICHOLAS SCHOOL

Philpott Avenue, Southend-on-Sea, SS2 4RL

Headteacher: Mrs L. Fox

Telephone: (01702) 462322

Email: [office@st-nicholas.southend.sch.uk](mailto:office@st-nicholas.southend.sch.uk)

Web: [www.stnicholas-school.co.uk](http://www.stnicholas-school.co.uk)

SEN Trust Southend



## **JOB DESCRIPTION**

**JOB DESCRIPTION:**            **Learning Support Assistant**

**RESPONSIBLE TO:**            The Headteacher

**RESPONSIBLE FOR:**        Assisting the class teacher to deliver educational programmes and provide support to pupils in the class, and in general in the School.

**DUTIES:** The conditions of service of employees holding this job description are those of the National Joint Council for Local Authorities (Administrative, Professional, Technical and Clerical Services) conditions of service. In addition there is the reasonable requirement in accordance with these conditions of service that certain particular duties will be undertaken and completed in a satisfactory manner. These particular duties are set out below:

### **To operate within the Care and Control Policy of the School.**

1. Responsible for assisting in the preparation of teaching resources and in the general management of the activities in the classroom and the behaviour of the children as directed by the class teacher.
2. Responsible for undertaking educational programmes with individuals or groups as directed by the class teacher, or other teachers as appropriate; and for keeping an appropriate record of such work in close liaison with the teacher concerned.
3. Responsible for closely supporting the class teacher in the pastoral care of the children, including child protection procedures; and for parental liaison in agreement with the class teacher.
4. Responsible for providing medical/ first aid assistance to the class and other pupils as appropriate, and for offering transport, where possible, to seek professional medical aid or to take children home.
5. Responsible for promoting and maintaining an attractive classroom environment and for organising and maintaining class resources appropriately. The post holder is expected to assist as needed in displaying and maintaining the displays of the class's and other pupils' work in the classroom and around the school.

6. Responsible for undertaking programmes for pupils agreed between the class teacher and therapists/ educational psychologists and for keeping an appropriate record of such work.

7. Responsible for undertaking playground and medical room supervisory duties, for supervising small groups independently, and for operating all school communication systems adequately.

8. Responsible for escorting pupils on educational visits and, wherever possible, support teachers on residential expeditions and respite activities.

9. Responsible for supporting the pupils' learning through the use of a computer, including word processing.

10. The postholder is responsible for offering administrative support to the class teacher with their various duties.

11. a) To supervise the dining room during the lunchtime, supporting the efforts of the catering personnel. The aim should be to ensure that the eating of lunch is a time for developing the social abilities of the students and ensuring that they learn good table manners.

Or

b) To supervise the playground during the lunchtime, and also in-school areas during "wet play", ensuring a very high level of vigilance and a tactful but firm relationship with pupils in order for there to be minimum hazards to pupils. To encourage the personal and social development of pupils during this time by making every effort to develop their play, and also to encourage satisfactory peer relationships.

12. The postholder is expected to be willing to be trained in:

Safeguarding,

First Aid,

Team Teach and be proactive in developing positive management of pupils in support of their class teacher and other teachers as appropriate,

Appropriate INSET,

Minibus driving, if appropriate

13. The post holder is expected to provide general assistance at school functions and to take an active part in the School community. The postholder is expected to have a responsible attitude and self-presentation commensurate with this important post in the School.

These duties may be varied to meet the changing demands of the School at the reasonable discretion of the Head. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.