



Hamstel Junior School

Job Description: Learning Support Assistant

Responsible to: Assistant Headteacher for Inclusion and SEND

Hours: 30 hours per week

Contract type: Temporary for one term initially, dependent on funding

Salary/Grade: Level 4, point 4, £12,953.78 per annum

Job role

The employee will work partnership with class teacher/s to support learning in line with the national curriculum, codes of practice and school policies and procedures.

Main duties and responsibilities

- Working with individuals or small groups of children under the direction of teaching staff
- Establish positive relationships with pupils supported
- Implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to pupils' responses as appropriate
- Support pupils with activities which support literacy and numeracy skills
- Support the use of IT in the classroom and develop pupils' competence and independence in its use
- Promote positive behaviour in line with school policies and help keep pupils on task
- Interact with, and support, pupils according to individual needs and skills
- 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
- Participate in planning and evaluation of learning activities as appropriate writing records and reports as required
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher

- To support learning by arranging/providing resources for lessons/activities under the guidance of the teacher
- To attend pupils' personal needs including help with social, welfare and health matters, including minor first aid
- Assist with the preparation, maintenance and control of stocks of materials and resources
- Assist with the development and implementation of provision maps
- Liaise with other staff and provide information about pupils as appropriate
- To assist with display and presentation of pupils' work
- To supervise pupils for limited and specified periods including break-times
- To assist with escorting pupils on educational visits
- Attend relevant school meetings as required
- To respect confidentiality at all times

General

- To ensure the safety and well-being of all pupils in line with the school's safeguarding procedures
- To undertake any training commensurate with the post and take part in the schools appraisal procedures.
- All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.
- Communicate effectively with all stakeholders in the school where appropriate.
- Collaborate and work with colleagues and other relevant professional bodies and ensure effective professional relationships with colleagues.
- Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.
- 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.

This job description may be amended at any time in consultation with the post holder.

An employee of Portico Academy Trust has a duty to safeguard and promote the welfare of children.