



**Job description for Learning Support Assistant**  
**With Lunchtime Supervision**

<b>Job Title</b>	Learning Support Assistant with lunchtime supervision
<b>Grade</b>	Band 2 (to mid point)
<b>Reports to</b>	Senior Leadership Team and Inclusion Manager (SENCo)
<b>Primarily Responsible for</b>	The welfare and progress of children directed to work with by the class teacher – supporting teachers to ensure all children make at least good progress.
<b>Liaison with</b>	Headteacher, Senior Leadership Team, Inclusion Manager, teaching staff, senior MDA, support staff, pupils, parents and carers and outside agencies as and when required.
<b>Job Purpose</b>	To work in partnership with class teachers and other colleagues to support the learning of children in line with the national curriculum, codes of practice and school policies and procedures.
<b>Principal Accountabilities</b>	<ul style="list-style-type: none"> <li>• Working with individuals and/or small groups of children under the direction of teaching staff</li> <li>• Implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to pupils' responses as appropriate.</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>• Establish positive relationships with pupils supported.</li> <li>• Support pupils with learning activities.</li> <li>• Support pupils with activities as directed by the class teacher and/or SENCO &amp; Pupil Premium Manager</li> <li>• Support the use of ICT in the classroom and develop pupils' competence and independence in its use</li> <li>• Promote positive pupil behaviour in line with school policies and help keep pupils on task</li> <li>• Interact with, and support pupils, according to individual needs and skills</li> <li>• Promote the inclusion and acceptance of children with Special Educational Needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources.</li> <li>• Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour</li> </ul>

	<ul style="list-style-type: none"> <li>• Monitor and record pupil activities as appropriate writing records and reports as required</li> <li>• Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher</li> <li>• To support learning by arranging/providing resources for lessons/activities under the direction of the teacher.</li> <li>• To attend to pupils' personal needs including help with social, welfare and health matters, including toileting and minor first aid.</li> <li>• Assist with the development and implementation of One Page Profiles, One Plans and Education Health Care Plans (EHCPs).</li> <li>• Liaise with other staff and provide information about pupils as appropriate</li> <li>• To assist with the display and presentation of pupils' work</li> <li>• To supervise pupils for break and lunchtimes, facilitating games and activities</li> <li>• To assist with escorting pupils on educational visits.</li> </ul>
<b>Lunch time duties</b>	<ul style="list-style-type: none"> <li>• To assist children in selecting their meal and sitting in an appropriate place in the dining hall.</li> <li>• To assist children with eating their meal if applicable.</li> <li>• To clear tables when meals are finished and clear up any associated spillages.</li> <li>• To enforce the necessary sanctions for maintaining good order.</li> <li>• To administer basic first aid as required.</li> <li>• To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed.</li> <li>• To provide pastoral care, guidance and routine advice to pupils as appropriate.</li> <li>• Where necessary and appropriate to lead games and activities with the children.</li> <li>• To alert Senior Midday Assistant and/or the Headteacher of any concerns regarding an individual child or group of children.</li> </ul>

<b>General</b>	<ul style="list-style-type: none"> <li>• To understand and apply school policies in relation to health, safety and welfare</li> <li>• Be willing to support the school in its vision to become a centre of excellence for outdoor learning.</li> <li>• Attend relevant training and take responsibility for own development</li> <li>• Attend relevant school meetings as required</li> <li>• To respect confidentiality always</li> <li>• To actively support the church ethos of the school.</li> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul> <p>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.</p>
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### **Person Specification for Learning Support Assistant with Lunchtime Supervision**

<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Successful experience working with children in a school/early years environment Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience GCSE C+ (English & Mathematics) Knowledge of First Aid, Paediatric First Aid, or willingness to undertake training.
	Literacy	Good reading and writing skills
	Numeracy	Good numeracy skills
	Technology	Knowledge of basic ICT to support learning
<b>Communication</b>	Written	Ability to write basic reports
	Verbal	Use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Ability to speak fluent English Overcome communication barriers with children and adults
	Negotiating	Consult with children and their families and carers and other adults
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Ability to understand and support children with developmental difficulty or disability, specifically language acquisition, understanding and use.
	Curriculum	Good understanding of the school curriculum Knowledge of literacy/numeracy strategies Understanding of games and activities which support learning.

	Child Development	Good understanding of the general aspect of child development Ability to assess progress and performance Understanding of the way in which games and activities can help children develop.
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Understand the role of others working in and with the school Understand and value the role of parents and carers in supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information Ability to follow instructions accurately Ability to provide timely and accurate information.
<b>Responsibilities</b>	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Time Management	Ability to manage own time effectively
	Line Management	Ability to support the work of volunteers and other teaching assistants in the classroom.
	Creativity	Demonstrate creativity and an ability to resolve routine problems independently
<b>General</b>	Equalities	Awareness of and commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	Continuing Professional Development	Demonstrate an enthusiasm for learning and be prepared to develop and learn in the role
	Ethos	Support and promote the values of a church school