

NAZEING PRIMARY SCHOOL



JOB DESCRIPTION

Title of Post: Learning Support Assistant

Responsible to: Deputy Headteacher

Purpose of the Post

Acting as part of a team, support the work of the teaching staff in the education and social development of all the children in the infant and junior classes.

Duties and Responsibilities

- To work as directed by the Classteacher to ensure academic progress is made by all pupils.
- To assist the SENCO in ensuring the Special Needs Programmes are carried out in each class and the progress recorded.
- To attend regular meetings for CPD.
- To assist and accompany the teacher i.e. on class educational visits and adhere to the safety rules.
- To assist in the preparation of classroom resources.
- To fulfil safeguarding requirements as outlined in the school's safeguarding policy.
- To be prepared to assist in the organisation of the seasonal activities at Christmas, Easter, Harvest Festival or other cultures' festivals held throughout the year.
- To supervise and help assist in playground activities at playtime, lunchtime or in planned lessons.
- To carry out any reasonable / similar duties required by the Headteacher in any part of the school or other class, i.e. school records, displays etc.