

EARLS COLNE PRIMARY SCHOOL & NURSERY

JOB DESCRIPTION 2019-2020

Title of Post: Learning Assistant

Grade: Band 2

Responsible to: Headteacher, Class Teacher, Inclusion Leader,

Purpose of Job: To work in partnership with class teachers to support two children with social, emotional and communication difficulties.

Particular duties and responsibilities

- Support the children with both their educational, social, emotional and communication needs
- Help the children to establish positive relationships with pupils and staff both within the classroom and the wider school environment
- Promote positive pupil behaviour in line with school policies and implement rewards and sanctions as agreed
- Participate in planning and evaluating learning activities with the teacher, providing feedback to the teacher on the pupils' progress and behaviour
- Implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to the pupils' responses as appropriate
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- 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
- Monitor and record the pupils' activities as appropriate writing records and reports as required
- Provide feedback to the children in relation to attainment and progress under the guidance of the teacher
- Liaise with the Inclusion Leader, Head teacher, class teacher providing information about the children as appropriate
- Supervise the children for limited and specified periods including break-times when the post holder should facilitate games and activities
- Assist with escorting the children on educational visits
- Understand and apply school policies in relation to safeguarding including child protection and health and safety

- Attend relevant training and take responsibility for own development
- Attend relevant school meetings as required
- To respect confidentiality at all times

General

- 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.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- 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.
- To comply with data protection policies and procedures

Job descriptions will be reviewed annually or earlier, if necessary. In addition, it may be amended at any time after consultation has taken place depending on the needs of the school.