

Millfields Primary School



Learning Support Assistant - Job Description

To work with and support the teaching staff in meeting the social, emotional, educational and welfare needs of the children.

Main Activities:

1. Under the guidance of the S.E.N.C.O. and class teacher, to assist in the provision for a child with Special Educational Needs including helping with
 - target work from the Individual Educational Plan
 - support in P.E. and Games lessons
 - classroom tasks
 - IEP review meetings.
2. Assist in classroom activities under the guidance of the class teacher.
3. Supervise the child in their activities both in class and at playtime/lunchtime.
4. Assist the class teacher in providing and ensuring the maintenance of a pleasant, safe and stimulating environment for the child and the other pupils.
5. Provide general physical care and attention to the child, including attending to any minor sickness or injuries.
6. Ensuring the safety of children at all times including assisting in ;
 - playtime supervision
 - evacuation of children in the event of an emergency
 - upholding the safety codes and guidelines in the school.
7. Setting up and clearing away of classroom equipment.
8. Assist in the preparation of teaching aids, mounting and displaying work.
9. Escorting children on educational visits and general assistance at school functions.
10. Help with the maintenance and tidiness of books and equipment.
11. Helping to foster good relationships with parents and children.
12. Be willing to seek further enrichment of his / her personal skills and expertise through training courses.