

Woodville Primary School

Job Description – Learning and Personal Support Assistant

Job Title	Learning and Personal Assistant
Reports to	Headteacher, Class Teacher, SENCO,
Responsible for	Supporting children in the classroom
Liaison with	Teaching staff, support staff, Headteacher, pupils.
Job Purpose	To work in partnership with class teachers to support pupils and to assist learning in line with the national curriculum, codes of practice and school policies and procedures.
Principal Accountabilities	<ul style="list-style-type: none">• Working with children under the direction of the class teacher and SENCO.• Implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to pupils' responses as appropriate.
Duties	<ul style="list-style-type: none">• Establish positive relationships with the pupils• Monitor pupil closely, check and administer medication if necessary• Support pupils with activities which support literacy and numeracy skills.• Support the use of ICT in the classroom and develop pupil's competence and independence in its use.• Promote positive pupil behaviour in line with school policies and help keep pupils on task.• Interact with, and support pupil, according to individual needs and skills.• Monitor and record pupil activities as appropriate writing records and reports as required.• Support learning by arranging/providing resources for lessons/activities under the direction of the teacher.• Attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid.• Liaise with other staff and outside agencies where appropriate, to provide relevant information about pupils.• Supervise pupils for limited and specified periods including break-times and lunchtimes. Assist with escorting pupils on educational visits.• Attend relevant school meetings as required.• To respect confidentiality at all times.

<p>General</p>	<ul style="list-style-type: none"> • Understand and apply school policies in relation to health, safety and welfare • Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all practices comply with the School's Equal Opportunities Policy • Committed to safeguarding and promoting the welfare of children and young people. <p>The duties above are neither exclusive nor exhaustive and the postholder 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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