

Alder Grove CofE Primary School

Learning Support Assistant

JOB DESCRIPTION

Salary: Grade 3, SP 5 to 6, £21,575 FTE to £ 21,968 FTE

Actual salary: £14,513 to £14,777 per year

Hours: 8.45am to 3.15pm

Contract type: Permanent, Term Time, 30 hours per week

Reporting to: SENDCo

Context of Role

- To provide a high standard of physical, emotional, social and intellectual care for children in the setting, especially for those with additional educational needs.
- To work as part of a team in order to provide an enabling environment in which all individual children can learn.
- To ensure the health and safety of children during the lunch break

Learning Support Assistant

The main responsibilities for this post are:

- To work in conjunction with the rest of the staff team to ensure high quality delivery of the curriculum.
- To build and maintain successful relationships with pupil, treat them consistently, with respect and consideration.
- To liaise with the class teacher on a daily basis to discuss children's programmes of help and ascertain the level of help required.
- To Support learning for individual pupils and small groups, under the guidance of the class teacher/SEND support.
- To regularly report back to class teacher/SENDCo on pupil's progress and areas of concern.
- To participate in consultations with the parents and other professionals where appropriate including annual reviews.
- To undertake First Aid and/or lunchtime/break time playground supervision.
- To attend staff training, after school meetings, school educational trips and special occasions in the school's annual calendar if appropriate.
- To keep the pupils on task and to build motivation by modelling good practice.
- To observe and assess children in order to support the class teacher plan for next steps in their learning.
- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting, including safeguarding and confidentiality.
- To be flexible within working practices of the setting, undertaking other duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, first aid, personal care etc.
- To support individuals or groups assigned by the teacher in raising standards.

Monitoring, Assessment, Recording, Reporting:

- To provide feedback to the class teacher on pupils to help set targets for progress.

- Support the class teacher through clear communication.

Impact on Wider School:

- To promote and support the principle that all class-based staff are leaders of learning.
- To have high expectations of all pupils.
- To think creatively and imaginatively to anticipate and solve problems and identify opportunities.
- To liaise with staff to ensure smooth transition from one phase to another.

Other Professional Requirements:

- To operate at all times within the stated policies and practices of the school.
- To establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- To contribute positively and effectively to keeping children safe in education by following the school's safeguarding procedures and policy.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and students.
- To take responsibility for own professional development and duties in relation to school policies and practices.
- To undertake any other duties that reasonably fall within the purview of the post which may be required by the class teacher or SLT.