

School: Downsview Community Primary School

Grade: Kent Range 3

Responsible to: Head of School / Deputy Headteacher

Purpose of the Job:

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

Key duties and responsibilities:

1. Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.
2. Support pupils to understand instructions support independent learning and inclusion of all pupils.
3. Support the teacher in behaviour management and keeping pupils on task.
4. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
5. Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.

Class Learning Support Assistants may also undertake some or all of the following:

1. Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
2. Assist with break-time supervision including facilitating games and activities
3. Support with the design and creation of displays in the learning environment
4. Assist with escorting pupils on educational visits
5. Support pupils in using basic ICT
6. Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue)
7. Work with pupils on therapy or care programmes, designed and supervised by a therapist/teacher.

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<p>.Level 1 or level 2 Diploma (or equivalent)</p> <p>Pediatric First Aid qualification would be an advantage.</p>
EXPERIENCE	<p>Previous experience of working with children</p>
SKILLS AND ABILITIES	<p>Numeracy and literacy skills</p> <p>Basic IT Skills</p> <p>Specialist training such as Manual Handling, Physical Restraint of pupils, feeding by gastric tube etc.</p> <p>Ability to relate well to children and adults, understanding their needs and being able to respond accordingly.</p> <p>Good influencing skills to encourage pupils to interact with others and be socially responsible.</p>
KNOWLEDGE	<p>Knowledge and compliance with policies and procedures relevant to child protection, health and safety, security, Equal Opportunities and confidentiality.</p>