

## JOB DESCRIPTION

<b>SCHOOL:</b>	Whitstable Junior School
<b>JOB TITLE</b>	<b>Learning Support Assistant</b>
<b>NAME</b>	
<b>SALARY/ SPOT POINT</b>	KSA/Kent Range 3
<b>REPORTS TO</b>	Kirsten Collin (Assistant Headteacher/SENCo)
<b>ISSUE DATE</b>	

### WORK PATTERN:

Working hours to commence at 08:30 (8:15 on a Friday to allow for Staff Briefing) or as directed by the Headteacher or Assistant Headteacher /SENCo. Morning break and lunch times are not included in the paid hours – these are in the form of two half hour breaks. Working hours finish at 15.30 each day.

### JOB PURPOSE:

*To work under the direction and guidance of the Headteacher, Assistant Headteacher/SENCo and class teacher to assist in the educational and social development of pupils and provide general support to class teachers.*

### ACCOUNTABILITIES:

#### Support for pupils:

- To promote the inclusion and acceptance of all pupils
- Establish positive relationships with students and interact with them according to individual needs, acting as a role model for pupils.
- The promote a nurturing environment based on the 6 Principles of Nurture
- Work with pupils with differing needs, this may be on a 1:1 basis
- Set challenging and demanding expectations and promote self-esteem and independence
- Liaise with the Assistant Headteacher / SENCo and/or class teacher to understand the objectives of each session.
- To provide scaffolding and support for individuals or groups within the class situation to enable them to participate fully in class activities, promoting independent learning.
- To provide intervention to groups or individuals based on need
- To support the whole class for a short period, should an emergency situation arise
- To follow the school behaviour and relationships policy to support those pupils with emotional or behavioral needs and assist with the development of social skills to promote positive behaviour patterns, raise well-being and self-esteem and improve independent working and learning progress.
- To work with individual programmes designed by other professionals e.g. speech therapists, occupational therapists as necessary on prepared programmes of work/support.

#### Support for the teacher(s):

- Assist the teacher with observation and monitoring of progress of children
- Maintain records of support as directed by Assistant Headteacher / SENCo and/or class teacher.
- Support teaching staff in the implementation of the school behaviour and relationships policy and/or individual behaviour support programmes.

- To attend regular liaison meetings with teacher to ensure good communication and continuity in pupil support
- To assist in the preparation of learning materials where appropriate.
- To be prepared to work out of class with groups or individuals.
- To be prepared to cover the class as a result of teacher absence

### **Support for the School:**

- Be aware of, and comply with, policies and procedures relating to child protection and safeguarding, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To undertake a mid-day meals supervision role and/or a play leader role during school lunchtime
- To attend meetings, as appropriate, with the class teacher, Assistant Headteacher Head / SENCo, or Headteacher to maintain good communication.
- To be prepared to attend training/undertake professional development as identified in the School Strategic Improvement Plan or as a result of Appraisal.
- To maintain a professional and discreet attitude at all times with regard children, in terms of their learning/attainment, behaviour and emotional needs and personal circumstances.
- Participate and supervise pupils in off-site activities as directed by the headteacher, Assistant Headteacher Head / SENCo and/or class teacher e.g. educational trips, walks etc. Supervise in PE lessons and at playtime to ensure continued safety of the children.
- Use ICT technologies competently, appropriate to role.

### **Arrangements for Appraisal:**

All support staff will be expected to participate in an annual process of Appraisal, which will include the negotiation of agreed performance objectives and identification of professional development needs. This will be reviewed on an annual basis and will include ongoing monitoring and support throughout the year.

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post. Any changes which become of a permanent nature to be incorporated into the job description in specific terms following consultation.

Whitstable Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure & Barring check.

**To whom responsible:** Headteacher

Signed:..... Date:.....

Signed:..... Headteacher

This job description may be amended at any time after discussion with you, but in any case will be reviewed each year as part of your Appraisal Review.

Your job description is intended as a reference document that identifies your main responsibilities and activities.