



St Teresa's Catholic Primary School

01233 622797



Post: Learning Support Assistant , to include working with pupils with AEN

Pay scale: Kent Scheme 3

To whom responsible: The class teacher / headteacher

Staff for whom responsible: None

Role

- To work under the direction and guidance of the Headteacher, SENCO and class teacher, to assist in the educational and social development of the pupils.
- Participate in the implementation of individual education programmes for pupils as designated by the SENCO and teaching staff. Duties may include monitoring the progress of pupils educationally and/or socially.
- To provide support for the individual children within a group or class situation to enable them to participate fully in class activities; to be prepared to work with small groups of children both in and out of class.
- Work with individual programmes devised by other professions, eg. Speech therapists, occupational therapists, as necessary.
- Provide teaching support in small groups and where necessary be assigned to individual pupils in order to aid the teacher.
- Liaise with the class teacher to understand the objectives of each session.
- Assist the teacher with observation and monitoring of the progress of the children, both educationally and socially, maintaining accurate records, in order to ensure documentation of all interventions with the children.
- Support those pupils agreed with the headteacher and SENCO with emotional or behavioural problems and assist with the development of social skills to promote positive behaviour patterns, raise self-esteem and improve independent working.
- Promote positive behaviour patterns, raise self-esteem, and improve independent working in children to assist their education and growth.
- Tend to the hygiene and physical needs of individual pupils.
- Supervise in PE lessons and at playtime to ensure the safety of the children, participate and supervise pupils in off-site activities.
- Participate and supervise pupils in off-site activities as directed by the headteacher, SENCO and/or class teacher, eg. Educational trips, walks, etc.
- Complete written observations on outcomes of work undertaken and reports about children who are displaying particular needs.
- Have due regard for the health and safety of yourself, your colleagues, pupils and visitors. Also to have a duty in law under the Management of Health and Safety Regulations 1992 to report any shortcomings in the employer's health and safety arrangements. Reporting minor hazards through Health and Safety concern forms but significant hazards directly to the Headteacher or Deputy immediately.



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- Take normal precautions not to place themselves in a vulnerable position with relation to child protection issues.
- Use the School behaviour policy to establish and maintain the appropriate behaviour of children.
- Work with and under the guidance of class teachers on the production of school and classroom displays. To help generate ideas for interactive displays which include elements of 3-D work; prepare resources; work with children and change displays around the school.
- Lunchtime supervision and working with pupils during lunchtime for 30 minutes per day.
- Carry out such other duties as the Headteacher may from time to time require.

Other

- Being adaptable when the school's events require adaptations of times/numbers etc.
- Ensuring complete and absolute confidentiality about pupils, staff, parents and school matters of which you may become aware in the course of your work.
- Ensuring you have understood issues discussed in the school prospectus and staff handbook.

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

Signed:..... Headteacher Date