Sunny Bank Primary School

Job Description:

Learning Support Assistant

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| **Grade:** | Kent Range 3 - £17,365 (pro-rata £11,649) |
| **Responsible to:** | **Line Manager** |

**Purpose of the Job:**

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

**Key duties and responsibilities:**

* Supervise and support pupils ensuring their safety and access to learning.
* Encourage pupils to interact with others and engage in activities led by the Teacher.
* Encourage pupils to act independently as appropriate.
* Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work.
* Be aware of pupil problems/progress/achievements/and report to the Teacher as agreed.
* Support the Teacher in managing pupil behaviour, reporting difficulties as appropriate.
* Gather/report information from/to parents/carers as directed.
* Support pupils to understand instructions.
* Support pupils in respect of school curriculum, eg literacy, numeracy, early years, as directed by the Teacher.
* Support pupils in using basic ICT as directed.
* Prepare and maintain equipment/resources as directed by the Teacher and assist pupils in their use.
* Be aware of and comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as may be reasonably directed, dealing with any immediate problems or emergencies according to the school’s policies and procedures.
* Accompany Teaching staff and pupils on visits, trips and out of school activities as may be reasonably directed.
* Respecting confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate.