



Bethersden Primary School

School Road, Bethersden, Ashford, Kent, TN26 3AH

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LEARNING SUPPORT ASSISTANT JOB DESCRIPTION

Bethersden Primary School is committed to safeguarding and promoting the welfare of children and young people, we engage with children and staff in policy and practice developments, and proactively encourage feedback.

Purpose of the Job:

To work within our Learning Support Team to support the learning, teaching and social development needs of pupils under the guidance and direct supervision of a classroom teacher. This position will involve supporting a range of groups of children and individuals with specific needs.

Teaching and learning

- Support the learning and social development of children under the direction and guidance of the Headteacher, SENDCo and class teachers
- Support in planning and evaluation of learning activities with the class teacher, providing constructive feedback to the teacher on the progress and behavior of children
- Provide support for groups of children and individuals to enable them to fully participate in learning
- Support in the development of provision maps, where necessary measuring the impact of specific interventions
- Know the requirements of the National Curriculum and the Early Years Foundation Stage and use these to evidence progress in learning within intervention groups
- Work with other professionals, such as speech therapists and occupational therapists as necessary, and report on progress
- Assist class teachers with maintaining appropriate records including observations and assessments
- Support children with emotional and/or behavioural problems and help develop their social skills acting as an excellent role model at all times
- Attend to pupils' personal needs including toileting, hygiene and dressing as well as help with social, welfare and health matters

Administrative duties

1. Prepare and present displays of pupils' learning to a high standard
2. Support class teachers in photocopying, organisation of trips and other tasks in order to support teaching
3. Undertake other duties, from time to time, as the school requires

Standards and quality assurance

1. Support the aims and ethos of the school. Our vision is “Dedicated to excellence” Bethersden Primary School is a learning community where we value each member
2. Set an excellent example in terms of dress, punctuality and attendance
3. Attend and participate in Learning Support Assistant meetings and paid meetings
4. Undertake professional duties that may be reasonably assigned by the Senior Leadership Team
5. Be proactive in matters relating to safeguarding and health and safety

Other duties and responsibilities

1. Provide learning support during the lunchtime period
2. Attend and participate in staff development days, twilights and professional development opportunities
3. Undertake playground duties and first aid duties during some playtimes
4. Take responsibility and keep records of your own personal development successes and needs
5. Contribute to meetings and discussions to develop the work of the school as a whole
6. Promote equal opportunities within the school and seek to ensure the implementation of the school’s equal opportunity policies.
7. Take responsibility for the health and safety of yourself, your colleagues, pupils and visitors
8. Uphold the principles of child protection/safeguarding and promoting the welfare of children.