



JOB DESCRIPTION

Learning Support Assistant *(temporary position)*

Grade:	KR4 FTE £18,517 (pro rata)
Hours:	40 hours per week <i>(term time only)</i>
Responsible to:	Line Manager

KEY ROLES AND RESPONSIBILITIES

1. Work with identified pupil in the classroom under the direct supervision of Special Education Needs and Disability Co-ordinator (SENDCo).
2. Support identified pupil to understand instructions and help in the promotion of independent learning.
3. Appropriately support the pupil in self-regulatory behaviour management.
4. Support pupil in social and emotional well-being, reporting problems to the teacher as appropriate.
5. Prepare resources and deliver specified interventions to identified pupil.
6. Prepare and clear up pupil's learning environment and resources, including photocopying, filing and the display and presentation of pupil's work and contribute to maintaining a safe environment.
7. Record basic pupil data.
8. Support children's learning through play.
9. Assist with break-time supervision including facilitating games and activities.
10. Assist with escorting pupils on educational visits.
11. Support pupils in using basic ICT.



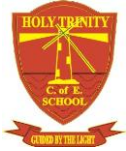
Support for the school

12. Support the development and effectiveness of team work within the school environment.
13. Develop and maintain working relationships with other professionals.
14. Review and develop own professional practice.
15. To adhere to the ethos of the school and
 - a. promote the agreed vision and aims of the school
 - b. set an example of personal integrity and professionalism
 - c. attend appropriate staff meetings and parents' evenings
 - d. **carry out any other reasonable duties as commensurate within the grade in order to ensure the smooth running of the school.**

Safeguarding

16. To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school.
17. Take responsibility for promoting the safeguarding and welfare of all children and young people.
18. Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
19. To ensure tasks are carried out with due regard to Health and Safety.
20. An enhanced DBS check is required for all post holders and successful applicants.

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.



Learning and caring together, building a firm foundation for the future

Employee's Name: _____

Employee's Signature: _____

Date: _____

Head Teacher's Name: _____

Head Teacher's Signature: _____

Date:

Signed
(Post Holder)

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(Head Teacher)

Date

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