

<b>Job Title</b> Learning Support Assistant L2		<b>Thematic Area</b> Education – Harvills Hawthorn Primary School	
<b>Post No.</b> ECS60	<b>Grade</b> Band B	<b>Service</b>	<b>Location</b>
<b>Responsible to</b> Head Teacher	<b>Contacts</b>	<b>Persons responsible for:</b> <i>(May be presented in the form of an organisation chart)</i> <i>Attach separate sheet</i>	
		Special conditions	
<b>Working hours</b> 30 Hours per week – Term time plus 1 week		<b>Conditions of Service</b> NJC	

**This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.**

#### Job Summary

To provide classroom support to pupils under the direction of the teacher.

#### Your current duties and responsibilities are:-

##### 1. Support to Pupils

To assist pupils in the use of resources including IT.

To maintain pupils' interests and motivation.

To assist pupils with dress/changing for activities/personal hygiene.

To support individual and group work assigned by the teacher in raising core skills, support individual education plans (IEP/ISPs).

The care and welfare of pupils to include toileting and feeding as required.

Escorting pupils around school premises/and take home, together with another member of staff.

*\*General support to pupils in line with special educational needs.*

##### 2. Support to School

To have contact and links with those with parental responsibility during the working day, as part of the normal consultative and educational process.

To be aware of and maintain school policies and procedures.

*\*Help the school to develop more effective communication by acting as an interpreter/providing translation.*

Preparation of rooms, equipment and displays.

To maintain school routine.

To promote high standards of behaviour throughout school in accordance with Discipline and

Behaviour Policy.

To support the ethos of the school.

To maintain a safe environment.

**3. Support to Teachers**

To deliver pre-planned programmes of work under the direction of a teacher.

To assist in the assessment of pupil attainment/progress.

To undertake duties on a rota basis during mid-morning and mid-afternoon breaks.

To assist the teacher with the supervision of pupils on school trips/visits.

To keep materials and equipment in a tidy and safe manner.

To liaise with teachers and other staff to obtain, exchange and record information on pupils in accordance with school policy.

To support the supervision of individuals/groups of pupils.

**4. Support with Curriculum**

To be involved in planning meetings.

Attendance at appropriate training sessions as required.

To undertake repairs and maintenance of books and equipment.

To develop and prepare curriculum activities/materials.

5. To participate in the operation of the Council's Appraisal Scheme.

6. It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.

7. Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

8. The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work.