



Nurturing and inspiring all children to achieve their best

IVINGSWOOD ACADEMY

LEARNING SUPPORT ASSISTANT

JOB DESCRIPTION

POST: Learning Support Assistant
GRADE: Pay Range 1 ISN 6 - 10
RESPONSIBLE TO: Senior Leadership Team, via relevant teaching staff
HOURS: 30 hours/week

MAIN DUTIES AND RESPONSIBILITIES

Teaching and Learning

1. Assist in the educational and social development of pupils under the direction and guidance of the Headteacher, Inclusion Manager, Class Teachers and SLT.
2. Work with and support individuals or groups of children on specific activities such as reading, writing, practical, creative, physical and recreational activities.
3. Assist in the implementation of individual and group intervention programmes for students and help monitor their progress, recording this as directed.
4. Assist with maintaining student records.
5. Support pupils with emotional or behavioural problems and help develop the children's social skills including supporting children on a 1:1 basis.
6. Undertake observations and assessments of children, as directed.
7. Provide the class teacher or Inclusion Manager with regular feedback on relevant aspects of work undertaken and on pupils' progress.
8. Organise, collect and mark homework, under the direction of the class teacher.
9. Undertake routine marking of work.
10. Organise reading books and book bags for children.

Planning and Organisation

1. Discuss, and follow, the teacher's plan for the lesson/day/week/term.
2. Assist with the general management and organisation of children and resources/equipment which relate to the support of children.
3. Assist with the planning, organising and supervising of educational visits and outings.
4. Input data (e.g. assessment results) into computer programs such as Word and Excel.
5. Prepare the classroom and associated areas for use, including photocopying and preparing materials and setting out equipment and resources. Clean and put away materials, equipment, and resources after use. Tidy classroom and associated areas.
6. Make up and maintain worksheets and other teaching aids. Prepare work and notices for display purposes. Complete or assist with displays.

Supervision and Guidance

1. Assist with the supervision of children, including but not necessarily limited to:

Headteacher
Julie-Ann Swaysland

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- Within classroom settings
 - Taking supervisory responsibility for a whole class for short periods when required
 - During school assembly
 - When on playground duty, and when children are leaving the classroom or returning from outside
 - On outings and educational visits
 - Using the cloakroom/toilets/washrooms
 - Changing before and after recreational activities
 - Not participating in an activity
2. When the class is being taught by a PPA or supply teacher, to be proactive in providing support, including with behaviour management, actively taking part in the lesson without undermining the role of the person in charge.
 3. Implement the school's behaviour management policy and promote high standards of behaviour at all times. This includes being a good role model in terms of one's own conduct, speech and dress.

Care and Welfare

1. Undertake medical duties and administer care/first aid. Report injuries to appropriate authorities within the School, enter details in accident book. Issue prescribed medication. (Following prior agreement with parents, once training has been undertaken and in line with the School's policy)
2. Care appropriately for children taken ill whilst at School and to inform/contact parents, once the Class Teacher or member of SLT has made the decision that the child should be sent home. In the case of head injuries, even minor bangs, to call parents even when the child is not going home.
3. Ensure Health and Safety regulations are complied with at all times, reporting any concerns in accordance with the school's policy and procedures
4. Report any child protection concerns immediately to the designated person or their deputy, in accordance with school procedures.
5. Assist children with:
 - Toileting
 - The attainment of personal hygiene skills
 - The removal and replacement of clothing/footwear
 - Cleaning and/or changing following sickness, soiling etc.

Liaison

1. Liaise with other members of staff.
2. Liaise with parents and carers, including making phone calls home when directed.
3. Work with other professionals, such as speech therapists and educational psychologists, as necessary.
4. When the class is being taught by a supply teacher, report any concerns about their performance to a senior leader at the next break time, or immediately in the case of Health and Safety or Safeguarding concerns.

Other Associated Activities

1. Attend relevant courses, meetings and training days to develop experience and broaden awareness, expertise and skills.
2. Undertake specific administrative tasks at the direction of the Headteacher.

3. Ensure that confidentiality is maintained at all times in accordance with the Trust conduct policy.
4. Promote the positive image of the Trust and the School within the local community.
5. Participate with the School's performance management process.
6. Undertake emergency or PPA cover of a class if required.
7. Undertake other duties from time to time as the head teacher requires.
8. To follow all Trust and School policies and procedures.

The duties of this post will be reviewed annually and may vary from time to time without changing their general character or level of responsibility entailed.

Signed:

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Date.....

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Date.....

(Headteacher)