

## JOB DESCRIPTION

### LEARNING SUPPORT ASSISTANT GRADE 3 POINT 4 WITH ELSA TRAINING GRADE 4 POINT 6



*Learning God's Way*

Headteacher: Mr M Jee

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[stmargaretsprimary.org.uk](http://stmargaretsprimary.org.uk)

**Responsible to:** Headteacher, Inclusion Manager

#### Duties and Responsibilities

1. Establish and promote a positive relationship with children, acting as a role model and setting high expectations.
2. Have a thorough understanding of the social and emotional needs of children.
3. Adapting and amending planning to support the children's all round development – working closely with the class teacher.
4. Ensure that there are opportunities for children to work on specific targets and follow interventions set up by the class teacher.
5. Ensure that children have personalised resources and tools for their learning to be effective and their needs to be fully met.
6. Observe and report on the children's progress. Update relevant records/logs at agreed time intervals as required.
7. Promote the full inclusion of the children within the classroom and whole school.
8. Effectively communicate the work set by the class teacher to children and ensure awareness of the teacher's expectations.
9. Establish effective constructive relationships and communicate with other relevant professionals, parents and carers, in liaison with the teacher, to support the children's learning and progress.
10. Ensure the health, safety and welfare of the children is maintained at all times.

#### General Support

1. Promoting learning by:-
  - Supporting children with their academic, social, emotional and mental health during whole-class lessons
  - Assisting small groups of children with practical activities to support their learning
  - Providing focussed support for groups of children (including adapting planning, feedback and assessment, after consultation with Inclusion Manager and/or class teacher)
  - Undertake any administrative duties relevant and appropriate to this post.
2. Supervision of children:-
  - Assisting with classroom supervision
  - Taking groups of children for activities around the school to support their learning
  - Accompanying groups of children on off-site activities and on school trips
  - Supporting teaching staff in regular playground supervision that may involve 1:1 support for a specific child

St Margaret's C.E. Primary School, Arundel Road, Angmering, West Sussex, BN16 4LP

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3. Children welfare (including medical needs)
- Supporting children in the class who have specific medical needs
  - Care of children who are feeling unwell to include dealing with minor injuries, including cleaning up bodily fluids
  - Helping young children with dressing and toileting as necessary
  - Work closely with the class teacher to contribute to the management of the child's behaviour according to the class and school rules and behaviour policy.
  - Deal with any immediate problems or emergencies in accordance with the school's policies and procedures.
  - Contribute to the general health and wellbeing of the children.

### **c) Other Responsibilities**

- Contribute to the overall ethos, aims and work of the school.
- Attend regular team meetings for Support Assistants and participate in training activities.
- Be aware of, uphold and contribute towards the developments of the school's policies and procedures:
  - In particular, to be aware and comply with policies and procedures related to Child Protection, Health, Safety and Security, Confidentiality and Data Protection, Equality, Behaviour and Anti-Bullying, reporting all concerns to the appropriate person and following up on any safeguarding concerns, immediately and to the appropriate person
  - To ensure that all children, regardless of age, gender, race, culture, faith or ability are treated fairly and given equal access to learning opportunities
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the school's performance management and supervision arrangements.
- Embrace any other duties that may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post.

From time to time, the post holder may be required to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or level of responsibility entailed.

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