

JOB DESCRIPTION

Location - St Margaret's CE Primary School, Angmering

Job Title - Learning Support Assistant

Responsibility to - Head Teacher

Grievance Officer - Head Teacher

Job Purpose

- To provide classroom assistance to teacher
- To provide welfare care for children

DUTIES

1. Promoting learning by:-
 - Supporting children with their academic and emotional needs during whole-class lessons
 - Assisting small groups of children with practical activities
 - Providing focussed support for groups of children (including planning, marking and assessment, after consultation with Inclusion Manager and/or class teacher)
 - Observing children and keeping appropriate records
 - Helping to further the academic progress of children
 - Maintaining communications between teacher/Learning Support Assistant
2. Supervision of children:-
 - Assisting with classroom supervision
 - Taking groups of children for activities around the school out of the classroom
 - Accompanying groups of children on off-site activities and on school trips
 - Supporting teaching staff in regular playground supervision
3. Children welfare (including medical needs)
 - Supporting children in the class who have specific medical/health problems
 - Care of sick children and dealing with minor injuries, including cleaning up bodily fluids
 - Helping young children with dressing and at the toilet
4. Clerical/administrative tasks
 - Operating photocopier or other basic office equipment
 - Routine filing of children's work
 - Helping to up-date children's records

Hours of Duty

The hours of duty will be as those stated at the time of appointment to the post, or as agreed between the post holder and head teacher

Confidentiality

The teaching assistant is required to respect the confidentiality of **all** matters relating to the school, children and staff.