



*Learning God's Way*

Headteacher: Mr M Jee

01903 785416

[school@stmargaretsprimary.org.uk](mailto:school@stmargaretsprimary.org.uk)

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

## **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.

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

*To develop a life-long love of learning; to grow spiritually and reflect Jesus in our words and action; to foster self-respect and love for others; to provide opportunities for ALL to flourish; to serve our community; to prepare and equip for an ever-changing world.*