



Learning God's Way

Headteacher: Mr M Jee

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JOB DESCRIPTION

- Location** - St Margaret's CE Primary School, Angmering
- Job Title** - Learning Support Assistant
- Responsibility to** - Mary Ballingal (Teacher in Charge Tomlin Centre)

Job Purpose

- To provide learning support under the direction of the SSC Manager, The Tomlin Centre
- To support children within the centre with the intention of integrating them into main stream class lessons
- To provide welfare care for children

DUTIES

1. Promoting learning by:-
 - Supporting children with their academic and emotional needs
 - Assisting small groups of children with practical activities
 - Observing children and keeping appropriate records
 - Helping to further the academic progress of children
 - Maintaining communications between Centre Manager/Learning Support Assistant and where appropriate parents
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 children in outdoor play either within the centre or on the school playground or field
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 (as shown on letter/advert)

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 Learning Support 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.