

RATCLIFFE SCHOOL - JOB DESCRIPTION

Job Title

LEARNING SUPPORT ASSISTANT

Total Hours 1105.65 hours per annum

(Hours of work: 28.35 hrs. p.week x 39 weeks per annum, Monday – Friday)

JE SCALE C

Scale point 12 POINT RANGE : 12-17

JOB PURPOSE

To support the classroom teacher with their responsibility for the development and education of children in school by utilising specialist skills. All the duties listed below to be under the direction, control and supervision of the classroom teacher or designated supervisor.

OUTLINE JOB DESCRIPTION

Under the direction of and within an education plan provided by a qualified teacher or designated supervisor:-

- To prepare for and supervise the activities of individuals or groups of children to ensure their safety and to facilitate their physical and emotional development in line with the designated duties of the post and only under the direction of the class teacher.
- Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including children with educational, physical or emotional special needs, for example:

clarifying and explaining instructions;
ensuring that a child is able to use equipment and materials provided;
motivating and encouraging a child as required;
assisting weak areas, e.g. language, behaviour, reading, spelling, handwriting/
presentation etc.;
helping children to concentrate on and finish work set;
meeting physical needs as required whilst encouraging independence, including medication;
liaising with class teacher devising complementary learning activities.

- Undertake those activities necessary to foster the intellectual and social development of children.
- To monitor individual pupils and to report problems and concerns to designated supervisor.

- Actively engage in the delivery and evaluation of the educational work programme and activities developed by teaching staff within competence.
- Assist the teaching staff in the planning of work programmes for individuals and groups of children.
- To liaise with other parties associated with the well-being of the child eg Social Workers.
- Under controlled circumstances, with supervision and appropriate training, to assist in the administration of drugs to children (on a voluntary basis).
- To make educational aids, e.g. art and craft nature displays.
- To maintain working relationships within the team.
- To develop your own effectiveness in a support role and attend training sessions and courses as required.

(NB Time deducted from contracted hours or paid as additional hours where necessary).

- To carry out clerical duties linked to postholder's duties, e.g. record keeping both pupil-related and classroom equipment related.
- To assist where required in the supervision of children during break and lunch times (within contracted hours) encouraging safe positive play and social behaviour.
- To attend to a child's additional welfare needs.
- To assist in safely escorting pupil(s) to and from school transport as necessary (within contracted hours).
- If appropriate, to work with a child at home under the supervision of the teaching staff.
- In an emergency to accompany a child or children to hospital or designated surgery when requested by the Principal or designated representative*.

** There must always be a minimum of two adults. Under no circumstances should a private vehicle be used without properly maintained relevant car insurance, including third party and personal insurance element.*

Supporting the School

- (1) Where appropriate, to develop a relationship to foster links between home and school.
- (2) To liaise, advise and consult with other members of the team supporting the children when asked to do so.
- (3) To contribute to reviews of the child's progress.
- (4) To attend relevant in-service training.
- (5) To be aware of school procedures.

At Ratcliffe these could include the following:-

assisting with a child returning to mainstream, e.g. shadowing them at their new school;
 assisting staff and children with display of pupils work;
 assisting with the smooth running of the library;
 meeting teachers needs with reference to the behaviour check list;
 assisting in the preparation of specific practical lessons where appropriate.

All other tasks under the direction of the Principal, Vice or Assistant Principal (Ed.) that fall within the purview of the post.

This outlines the main duties required for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and it cannot anticipate future service demands. There is a clear expectation with this job that the postholder will make a positive contribution to enhancing and adapting services.

Principle Contacts:

Pupils, Classroom Teacher/Supervisor, Other Professional Groups, General Assistants, Parents