

Chaddesley Corbett Endowed Primary School



**JOB DESCRIPTION**

<b>POST TITLE:</b>	<b>Learning Assistant</b>
<b>DIRECTORATE:</b>	<b>Children's Services</b>
<b>SCALE:</b>	<b>Grade 2</b>
<b>CONDITIONS OF SERVICE:</b>	<b>Term time only 39 weeks per academic year (195 days)</b>
<b>REPORTING TO:</b>	<b>Deputy Headteacher</b>

**MAIN PURPOSES OF ROLE:**

To support the classroom teacher with their responsibility for the development and learning process by providing high quality care and education for all children, including those who have additional needs.

**QUALIFICATIONS:**

Candidates should be able to offer basic appropriate qualifications, i.e. CSE/GCSE. Childcare qualifications at NVQ Level 3 e.g. BTEC, NNEB, CACHE. A current first aid certificate would be desirable.

**KEY ACCOUNTABILITIES:**

Under the direction of the class teacher or designated supervisor.

- ❖ Supervise the activities of individuals or groups of children, facilitating all areas of development for all children including those with additional needs, being mindful of maintaining a safe and secure environment.
- ❖ To assist the class teacher in the planning of work for individuals and groups of children. To prepare resources, implement, monitor and review of appropriate programmes of support for identified children.
- ❖ To observe, assess and monitor individual children's progress, reporting individual needs to the classroom teacher as appropriate.

- ❖ To display and present children's work.
- ❖ To prepare and organise resources for learning including the checking and maintaining of equipment and materials, ordering stock when necessary.
- ❖ To ensure that pupils are able to safely use a range of equipment and materials provided.
- ❖ To facilitate good communication between carers/parents and other adults in the child's network, regarding the child's support plan.
- ❖ To support pupils in partnership with outside agencies, as agreed in a support plan, attending appropriate multi-agency meetings when required.
- ❖ To be aware of and work within school policies and systems, adhering to and maintaining school routines and codes of conduct, and supporting the ethos of the school.
- ❖ To maintain confidentiality.
- ❖ To keep written records and contribute to reports, as requested, in accordance with school policies and procedures.
- ❖ To promote pupil independence in learning, and reinforcing self-esteem and confidence through praise and encouragement.
- ❖ To prepare and support children who are experiencing transitions between settings.
- ❖ To assist with the support of group activities within and away from the classroom, e.g. outside visits.
- ❖ To keep class lists e.g. off-site consent forms.
- ❖ To input pupil data into the school tracking system, as required.
- ❖ To participate in team meetings and training activities, as requested.
- ❖ To assist at an appropriate level with the provision of general care and welfare of children including:
  - ❖ Assistance with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing.
  - ❖ The changing of soiled clothing including the disposal in the appropriate way.
  - ❖ Assisting with children's injuries and where qualified, administering basic first aid.

- ❖ Following consultation and agreement, to assist with the administering of medicines under the direction of the appropriate medical staff.
- ❖ To assist with the identification and monitoring of children's general health and welfare.

**OTHER DUTIES:**

- ❖ To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training activities.
- ❖ To supervise children at lunchtimes and run appropriate activities/lunchtime clubs.
- ❖ To undertake such other duties and training as may be reasonably required and which are consistent with the general level of responsibility of this post.
- ❖ To undertake health and safety duties commensurate with the post and/or as detailed in the school's Health and Safety Policy.

**Supervisory Responsibility**

None

**Supervisory Received**

Class teacher, Deputy Headteacher

Signed.....(post holder) Date.....

Signed.....(manager) Date.....

Jayne Edwards

Date Reviewed ..... Next Review Date.....