

LEARNING SUPPORT ASSISTANT APPRENTICE

JOB DESCRIPTION

Responsible to: SENCo, Head Teacher

Main purpose of the job:

To assist, under the direction of designated teachers, with the education, care and welfare of children.

Main responsibilities:

To assist in the preparation of materials and programmes of work.

To assist with group activities within and away from the classroom.

To assist with any medical, personal, social and behavioural problems.

Job activities:

Support the ethos of the school and follow school routines and procedures.

Undertake a programme of induction and attend other relevant in-service training as directed by the head teacher.

Be aware of, and maintain, confidential issues as required.

Under the direction of the line manager to:

Assist in designated areas of the curriculum including preparation and clearing away of resources, including IT.

Promote pupil achievement in learning and re-enforce pupils' self-esteem.

Ensure that children are able to use equipment and materials provided.

Assist with the support of group activities within and away from the classroom.

Assist with movement of pupils around the building and surrounding areas and with activities away from the classroom, both within and outside lesson time.

Participate in general school activities including assembly, break and lunch-time activities, sports day, school visits etc. as required.

Be aware of and promote children's general welfare and follow the school's health and safety procedures.

Follow the school's health and safety procedures.

Assist with health, hygiene and first aid. This may include assistance with toileting.

Assist with the preparation and mounting of display materials.

Share general domestic duties with the teachers and other staff.

Maintain and update records as directed by the teacher.

Support inclusion of children with special needs.

Assist with the delivery of individual education plans.

Provide feedback about the children to the teacher.

To undertake designated administrative and clerical tasks, in order to support teaching and learning.

Carry out other duties as directed by the teacher, line manager or head teacher.

Undergo review of duties and responsibilities according to the school's schedule.

This Job Description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.

General information:

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

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PERSON SPECIFICATION

Experience: Some experience of working with children, either in a paid or voluntary capacity.

Skills and Abilities Including personal attributes:

Good team worker.

The ability and willingness to work flexibly within the school.

A calm but authoritative manner with pupils.

The ability to relate well to pupils, parents and staff.

The ability to create high quality learning resources, under the direction of the teacher.

Qualifications and Training

Willingness to undertake further training, as appropriate.

Other Factors

Commitment to working with young people.

Willingness to work in support of the inclusive ethos of the school.

Willingness and ability to attend Education Days (as appropriate)

DBS clearance.