

**Job Title: Learning Support Assistant
Penn Wood Primary & Nursery School****Job Purpose**

Under the direction of the class teacher to work unsupervised with individual or small groups of children, including those with significant SEN, to deliver support and care programmes and assist the teacher in the delivery of the Curriculum.

Key Tasks

1. To observe and record activities and achievements highlighting progress which will contribute to records / assessment as required.
2. To take part in planning sessions with the class teacher, including group and individualised work programmes, e.g. Individual Education Plans (IEPs), and reviewing work activities.
3. To assist the teacher in the supervision of pupils to ensure standards of work and behaviour are maintained.
4. To identify and report any concerns about behaviour or issues relating to an individual child to the teacher.
5. To assist in maintaining classroom standards to ensure a clean and safe environment.
6. To assist children to make and display their work (e.g. by constructing models, or mounting charts).
7. To prepare equipment and materials (e.g. mix paint, cut paper) as required for the start of the session and check and store after sessions.
8. To accompany children off school premises as directed by the class teachers, but in the presence of a teacher.
9. Working as part of a team, to provide support in all areas of the curriculum and assist the teacher in / by completing routine classroom-based tasks.
10. To comply with all aspects of Safeguarding and to become familiar with the School's Safeguarding Policy.
11. To become familiar with the Health & Safety Statement and Responsibility leaflet and act upon all recommendations concerning Health & Safety at work.
12. To perform any other duties which reasonably fall within the responsibility areas of the post, this may be allocated by the Headteacher after consultation with the postholder.
13. To be aware of and comply with policies and procedures relating to health and safety and security, reporting all concerns to the appropriate person.

Knowledge/Experience

Good literacy and numeracy skills. Completion of Induction Training for Teaching Assistants and 1 - 2 years' relevant experience is necessary. It is desirable to have NVQ2 in Teaching Assistance

or equivalent. Attendance at in-service sessions and staff meetings is required where appropriate to promote the postholder's continuous professional development.