



Job Description for Level 1 Learning Support Assistant
Date of Implementation – ASAP

We are committed to safeguarding and promoting the welfare of the children; therefore, the post is subject to medical clearance and an enhanced DBS check under the Rehabilitation of Offenders Act 1974

Line Manager: The Headteacher

Salary:

Part time, 30 hours per week (8.45am to 3.15pm Monday to Friday)

Term Time Only

FTE £23,656

Actual salary based on TTO and 30 hours £16,557.07 - £16,931.53

GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES (in accordance with Local Government pay and conditions)

Level 1 staff work under the direct instruction/supervision of a classroom teacher and provide general basic help and support, mainly but not exclusively of a physical nature.

Key features: To support access to learning by undertaking a range of practical duties within the classroom including physical care of pupil(s) as appropriate

SPECIFIC RESPONSIBILITIES

Support for an individual pupil

- Help with the care and support of one pupil, on a 1-2-1 basis
- Supervise the activities of an individual child to ensure their safety (including duties)
- Contribute to the personal and emotional care, health, hygiene and welfare of a pupil.
- Assist a pupil with dressing/changing for activities
- Encourage a pupil to act independently as appropriate
- Encourage a pupil to interact with others and engaged in activities led by a teacher
- Support a pupil to understand instructions
- Support a pupil in using basic ICT as directed
- Escort a pupil around the school premises
- Basic general support to a pupil in line with a statement of special needs or planned provision
- Listening to and assisting a child to read
- Routine support for a pupil with literacy and numeracy skills

Support for the Teacher/School

- Display and present children's work as directed
- Prepare and organise teaching resources including the checking and maintaining of teaching and learning equipment and materials including control of stock within the classroom
- Prepare resources for lessons and activities as directed
- Report behaviour difficulties appropriately and support the teacher in basic management of pupil behaviour.
- Assist with supervision of pupils out of school time including before and after school and lunchtime.
- Undertake duties on a rota basis during mid morning and mid afternoon breaks

- Accompany staff and pupils on visits and trips as required and take responsibility for a group under the supervision of a teacher.
- Gather information from parents/carers as directed.
- Maintain basic records in accordance with school policy.
- Provide general clerical support e.g. photocopying, collecting money
- Routine support for pupils to access the curriculum
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection. reporting all concerns to the appropriate person.
- Contribute to the overall ethos /work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/ status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

A job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation. Any such further reasonable direction to you, not covered above, will be the responsibility of the Headteacher or their delegated authority.