



HOTSPUR PRIMARY SCHOOL

LEARNING SUPPORT ASSISTANT - JOB DESCRIPTION



POST TITLE:	Support Assistant Level 1
GRADE:	N2
RESPONSIBLE TO:	Headteacher or other designated teacher
JOB PURPOSE:	To assist in the education of pupils within the school
MAIN DUTIES:	The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

(a) General

- Supporting the teacher in the general management of the classroom.
- Undertaking activities, as directed by the teacher, with individuals or small groups of pupils.
- Providing clerical/admin support, e.g. photocopying, typing, filing, collecting money etc.
- Supervising groups of pupils alone and participating in general activities including giving sensitive support and intervention in children's play.

(b) Classroom Organisation

- To be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
- Assisting in the preparation, maintenance and repair of books, apparatus, and equipment, to include cataloguing and stocktaking of all resources.
- Preparing pupils' work for display in the classroom and around the school.

(c) Pupil Support

- Working with pupils directly on curriculum related tasks under the direction of the teacher.
- Giving relevant feedback to the teacher regarding the social, emotional and physical needs of pupils thus offering the teacher support in their assessment.
- Following school policy documents and schemes of work to keep updated with school documentation.

(d) Welfare and Other Duties

- Assisting in the supervision of pupils particularly at break periods, during lunchtimes and the beginning and end of sessions.
- To assist in the administration of medicines.
- To carry out care procedures to meet the health care needs of children e.g. nappy changing.
- Attending to sick or injured pupils and taking sick pupils home.
- To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.

(e) Child Protection

- The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.