The Holy Family Catholic Primary School
Job Description for Early Years Practitioner 2022

Job Title: Learning Support Assistant

Contract: Full time

Salary Scale: H3

Responsible to: The head teacher and governors

In Liaison with: Class teachers, SENDCO

Purpose of the Post

To work with teachers as part of a professional team to support teaching and learning for SEN pupils. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with learning difficulties and/or behavioural, social, communication, sensory or physical needs or disabilities.

General Responsibilities

- Deliver planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate when necessary.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
- Support the teacher in monitoring, assessing, and recording pupil progress/activities.
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by preparing and clearing up the learning environment and resources, arranging/providing resources for lessons/activities under the direction of the teacher, including photocopying, filing, and the display & presentation of pupils' work, helping to contribute to a safe learning environment.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all pupils as required.
- Attend to pupils' personal needs when needed, including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue)

Other Duties

- To attend and participate in professional development, where appropriate.
- To take part in supervision and the school's appraisal process.
- To carry out any other reasonable occasional duties commensurate with the grade of the post.

- To ensure up to date knowledge of all policies and procedures and that they are adhered to and implemented
- To contribute to the development of the school, showing commitment to our shared ethos and values

Equalities

Be aware of and support difference and ensure that children and adults have equality of access to opportunities to learn and develop.

Health and Safety

- To ensure that the highest standards of safety, security, hygiene and cleanliness are operated at all times
- To read and comply with all policies and procedures relating to child protection, health, safety, confidentiality and data protection and report all concerns to the Head teacher or other appropriate person.
- To be aware of and strictly adhere to the medical, medicine and dietary needs of all children attending the nursery
- To record details of all accidents and pass them to parents/carers

Physical Effort

There is a requirement for the post holder to be physically fit as some of the work requires being able to work on the floor with young children, join in physical play and to be able to lift and carry resources if required.

Working Environment

There is a need, from time to time, to change children's nappies, support toilet training and to wipe up blood and other bodily fluids.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of All Saint's Primary School's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form.