Job Description: Learning Support Assistant, Weston Primary & Nursery School

Pay grade – H2, 15 hours per week Monday – Friday 12.15pm – 3.15pm

School Vision and Values

Learn, Achieve, Enjoy

At Weston (CofE) Primary and Nursery School we strive to provide an education of the highest quality;

- *welcoming all into our safe, friendly school*
- *nurturing each child to achieve their full potential and develop self-confidence*
- *preparing children for the rest of their lives*
- *promoting Christian and British Values*
- *working as a team with close links to the rest of the community*
- *with high expectations of everyone.*

Purpose of the role: To contribute to the achievement of the school's vision and values under the direction, guidance and supervision of the classroom teacher.

Responsibilities:

- Work with individuals or small groups of pupils under the supervision of teaching staff and provide feedback to the teacher
- As appropriate, support individual pupils with SEND
- Support pupils, while also promoting independent learning
- Lunch duty – lead purposeful activities for children at lunch
- Support the teachers with high expectations of pupils' behaviour and of the quantity and quality of work pupils should produce
- Prepare and keep tidy the learning environment and resources, including photocopying and displays, and contribute to maintaining a safe environment
- Implement planned learning activities/teaching programmes as agreed with teaching staff, adjusting activities according to pupils' responses as appropriate
- Participate in planning and evaluation of learning activities with teaching staff, providing feedback on pupil progress
- Mark pupils' work during paid hours, as per the school's policy
- Support teaching staff in monitoring, assessing and recording pupil progress
- Provide feedback to pupils in relation to attainment and progress under the guidance of teaching staff (questioning pupils, challenging pupils)
- Support learning by arranging/providing resources for lessons/activities under the direction of teaching staff
- Cover the class for short periods of teachers' absence
- Provide a positive role model for pupils
- Take responsibility for developing own professional development

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- Assist with break-time supervision
- Provide First Aid for pupils
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Other tasks as reasonably requested.
- Supervise pupils across all areas (classrooms, dining hall and outdoor spaces) during lunchtime to ensure their safety, welfare and timely return to teachers, in line with school Health & Safety policies.
- To ensure the correct number of pupils receive their school meal, so that catering numbers are correct.
- Maintain high standards of pupil conduct during lunchtime, enforcing school rules and escalating serious or persistent behavioural issues to senior staff.
- To fill in the Accident Report Book and appropriate forms as necessary.

Knowledge	**Competencies**
NVQ level 2 in numeracy and literacy (or equivalent) Basic knowledge of IT Awareness of health, wellbeing and safety Awareness of keeping children safe Awareness of data protection and confidentiality Basic knowledge of First Aid Understanding of the school's vision and values	Communication (written and verbal) Problem solving Team working Active listening Motivation Resilience Sensitivity

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 Hertfordshire County Council'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. If you are invited to an interview you will receive more information.

This job description will be reviewed annually as part of the performance management process.

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.