



CHRIST CHURCH CHORLEYWOOD C OF E SCHOOL
LEARNING SUPPORT STAFF JOB DESCRIPTION

JOB TITLE:	PART-TIME TEACHING ASSISTANT/LEARNING SUPPORT ASSISTANT (varied roles to fill)
SALARY SCALE:	SCP 1 £17, 842 (pro-rata for part-time)
HOURS:	8.30am to 12.15pm (varied patterns but up to 5 mornings per week) Lunch time supervision (12.15pm to 1.15pm)

JOB OUTLINE

To provide learning support for children.
To support teachers in the management of pupils' learning.

DUTIES (not an exhaustive list)

- Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters.
- Prepare classrooms and clear afterwards and assist with the display of pupils' work.
- Provide clerical/admin support, e.g. photocopying, filing, checking reading diaries, record keeping.
- Accompany teachers and pupils on out-of-school activities and take responsibility for a group, under the direction of a teacher.
- Liaise with other professionals, parents and carers, under the direction of a teacher.
- Administer routine tests.
- Assist with the planning and delivery of learning activities, including phonics (where relevant), individual and group readers.
- Assist with the development of individual education plans and personal care programmes.
- Supervise, and provide support for, individuals or groups of pupils as identified and directed by the class teacher.

SUPERVISION

- The jobholder is managed by the class teacher, supported by a member of the school's senior leadership team or by a more senior teaching assistant (if appropriate).
- The frequency of meetings is determined by the school's performance management policies and practice.
- No supervision of other staff.

JOB CONTEXT

- The jobholder is one of a team of teachers and assistants who support the learning of pupils.
- Flexibility by all staff is important in order to meet the varied needs of pupils.
- The jobholder is managed by their class teacher but may work with several other teachers.
- The jobholder works under the day-to-day direction and supervision of the teacher to whom he/she is assigned.
- The principal focus of the job is to support individual pupils who have barriers to learning. This requires the jobholder to be able to adapt his/her work to the specific needs of the pupil or small group of pupils.

CONTACTS

- The jobholder works with teachers and pupils and is likely to have contact with visiting professional staff, such as SEND staff and/or educational psychologists.
- Contact with parents/carers will be minimal and under the direction of the class teacher.

KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of working with children of the relevant age.
- Good working knowledge of primary school maths and English.
- Basic knowledge of first-aid (training is provided)
- Recent/Up to date safeguarding training (training is provided)
- Ability to use IT to support learning.
- Ability to work in a team.

EQUALITIES

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

ADDITIONAL INFORMATION

- The jobholder is required to contribute to and support the overall aims and ethos of the school.
- All staff are required to participate in training and other learning activities, and in Support Staff self-evaluation procedures and development, as required by the school's policies and practice.

HEALTH AND SAFETY

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

PHYSICAL EFFORT

- The job may require lifting children whose mobility is restricted. Appropriate training will be provided, if necessary.

WORKING ENVIRONMENT

- The job may include clearing up blood or other bodily fluids of children.

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

Sarah Selleck

Sarah Selleck
Head of School