



**HARVEY ROAD PRIMARY SCHOOL**  
**Job Description**  
**Learning Support Assistant**

**JOB TITLE:** Learning Support Assistant **H1**

**REPORTS TO:** Headteacher/Deputy Headteacher/Senior Teacher

**PURPOSE OF THE JOB**

To support and assist staff, pupils and whole school needs.

**MAIN AREAS OF RESPONSIBILITY**

- To attend to children's personal needs, including social, health, hygiene, first aid and welfare matters
- To work in all areas of the school to support children's learning
- To work with small groups of children under the direction of the class teacher
- To give additional support to individual children with learning needs when required
- Supervise, and provide individual support for, pupils with identified individual needs, which may include SEN children
- To provide clerical/admin support, e.g. photocopying, typing, filing, collecting money, record keeping
- To be available for staff meetings and INSET when necessary
- Liaise with parents and carers, under the direction of a teacher
- To co-operate with, and participate in, the many activities organised by the school which contribute to the life of the school and thereby to the all-round education of the children.
- Administer routine tests
- Accompany teachers and pupils on out-of-school activities and take responsibility for a group, under the direction of the teacher
- Within an agreed system of supervision, plan, deliver and evaluate programmes of work (eg: intervention strategies) that meet teaching and learning objectives
- Support colleagues in the implementation of intervention strategies
- Assist with the development and implementation of individual
- education plans and personal care programmes
- From time to time, supervise whole classes during a short term absence of a teacher

**EQUALITIES**

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

## **HEALTH AND SAFETY**

Be aware of and comply with policies and procedures relating to child protection, whistle blowing, reducing risks of allegations against staff, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

## **KNOWLEDGE, EXPERIENCE AND TRAINING**

- Understanding of the curricular requirements of the school, including statutory requirements.
- Ability to make effective use of modern technology to support teaching and learning.
- Ability to work with a minimum of supervision and within a team.
- Ability to manage pupils in a classroom setting.
- Basic knowledge of first-aid
- Know child protection practices and follow them in accordance with school procedures

## **ADDITIONAL INFORMATION**

You are required to contribute to and support the overall aims and ethos of the school, following policies and all other documents relating to staff conduct.

The job may include clearing up blood or other bodily fluids of children after accident or sudden illness.

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

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.