

JOB DESCRIPTION AND PERSON SPECIFICATION

Role: Lunchtime Learning Support Assistant (Initial Contract to July 2019)

Hours: 5 hours per week – Monday to Friday 12noon to 1pm or 12.20pm to 1.20pm – 38 weeks per annum (excludes INSET days). Possibility of additional hours.

Grade: ME4, Pt 11-12 £19,896 to £19,915 pro-rata (Approx £2,388 - £2,390)

Date: September 2018

JOB DESCRIPTION

Job Purpose

- To work under the guidance of teaching/senior staff and within an agreed system of supervision, to support the pupil during lunchtime (eating meal and during playtime)
- If the individual pupil is absent, to provide general teaching assistant support to the class teacher and/ or to work in other parts of the school (e.g. in other lunchtime supervision and support roles) as required by the Headteacher and Deputy Head.

Support for the Pupil

- Attend to the pupil's personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support the pupil, ensuring their safety
- Establish good relationships with the pupil, acting as a role model and being aware of and responding appropriately to the individual pupil's needs
- Promote the inclusion and acceptance of all pupils
- Encourage the pupil to interact with others as appropriate
- Encourage the pupil to act independently as appropriate

Support for Teachers

- Be aware of the pupil's problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage all pupils to take responsibility for their own behaviour
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required

PERSON SPECIFICATION

Experience

Essential

- Experience working in a primary education setting

Desirable

- Experience of a Teaching Assistant or Learning Support Assistant role within a primary school
- Training in relevant strategies e.g. autism, literacy, bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.
- First aid experience

Skills & Abilities

Essential

- Ability to relate well to children and adults
- Basic understanding of child development and learning
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to work constructively as part of a team, understanding classroom/ playground roles and responsibilities and your own position within these
- Understanding of and sympathy with the Christian ethos of the school

Desirable

- Working knowledge of relevant policies/ codes of practice and awareness of relevant legislation
- Makaton

Qualifications

Essential

- A good level of English and Maths

Desirable

- GCSE English and Maths grade A* to C or equivalent
- NVQ Level 2 for Teaching Assistants or equivalent
- First aid certificate
- Makaton qualification (or willingness to undergo training)

