Learning Support Assistant

Holy Trinity CE (A) Primary School, Cuckfield – Learning Support Assistant

Job Description

Support individual or groups of pupils in the development of key skills of English, Maths, RE and ICT; and across the whole curriculum.

Provide support for individuals and small groups of pupils inside and outside the classroom to enable them to fully participate in activities and learning

Attend to the personal, intimate and social needs of pupils and any other special requirements depending on the nature of a pupil's needs.

Help monitor children's progress and feedback observations to the class teacher/Inclusion Manager

Assist, under agreed school procedures, with programmes of special care, under the direction of the appropriate specialist.

Assist in the educational and social development of pupils under the direction and guidance of the Head teacher, Inclusion Manager and class teachers.

Supervise children at playtime/ lunchtime and assist with classroom supervision.

Accompany children off school premises as directed by the class teachers, but in the presence of a teacher

Work with other professionals, as necessary

Take part in planning sessions and training with the class teacher, staff team and locality

Assist class teachers with maintaining children's records

Prepare and present displays of students' work

Support class teachers in photocopying and other tasks in order to support teaching eg preparing resources

Understand that at times you will have access to highly confidential information and to respect and follow the policies of the school in being discreet and respecting confidentiality

Have a full understanding of the policy and procedures for Health and Safety and Child Protection and Safeguarding

Support the school's implementation of the whole school policy for Behaviour and Anti-Bullying

Promote and work within the Christian ethos and the values of the school values

Any other duties which reasonably fall within the remit of the post, which may be allocated by the Headteacher after consultation with the postholder

Key Attributes:
Flexible & can use own initiative
Good Team Player
Effective communication skills
Solution Focused
Well organised
Reliable & punctual