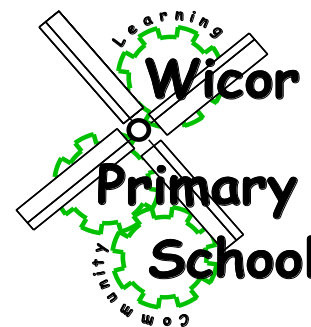


WICOR PRIMARY SCHOOL



JOB DESCRIPTION: LEARNING SUPPORT ASSISTANT & LUNCHTIME SUPERVISION

Role Profile Ref. 2130

Grade: B

Responsible to: Senior Leadership Team

Hours of Work: Monday – Friday, 8.30am – 3.20pm, 39 Weeks per Year

In the first instance, this is a temporary contract from 28th April 2025 to until 31st August 2026, or earlier if available, but could lead to a permanent position.

The post holder must be willing to work in any year group in the primary age range.

Purpose: To work in partnership with the teacher and other staff to foster effective participation of pupils in the social and academic learning. To focus on and actively, and cheerfully, support the school's vision and aims and its drive to become an effective and dynamic learning community. The post holder is expected to contribute to the overall management and ethos of the school including active participation in school activities and consideration of the school's improvement strategies.

This role will include participating in the day to day operation of the school's breakfast club, ensuring that the children receive a high standard of childcare within a safe and caring environment so that they can develop personally, socially and educationally. Supervising pupils during the lunchtime period, ensuring that lunchtimes are a positive experience for children and that any problems are resolved and dealt with according to school policy, and referred to the appropriate level as necessary.

All roles will require the successful candidate to follow and apply the school safeguarding policies and procedures rigorously and with diligence at all times.

Main Duties of LSA:

- Working with individuals or groups of children, assist in ensuring pupils are kept on task and complete activities both indoors and outdoors, set by the class teacher.
- Support the social and emotional well-being of the children.
- Manage children's behavioural and special needs issues in accordance with the school and County Council's behaviour management policies and procedures.
- Help implement lesson plans.
- Provide feedback to pupils in conjunction with the teacher.
- Assist the teacher with testing and assessment.
- Review progress of pupils against learning programmes.
- Implement curriculum policies.
- Detect signs of behavioural issues.
- Work with outside agencies.
- Maintain good relationships with parents and carers, liaising with parents as required.
- Provide playtime and lunchtime supervision.

Main Duties of Lunchtime Supervision:

- Provide playtime and lunchtime supervision.
- To provide a positive experience for the children at lunchtimes.
- Assisting pupils with opening cartons/pots of food by teaching pupils to enable them to be independent.
- Supervise the disposal of food waste, monitoring food intake if required.

- Promote good manners and eating habits.
- Cleaning of spillages and surfaces.
- Controlling noise so that it is at an appropriate level.
- Assisting with clearing the hall by moving tables if required.

Other Duties:

- Establish good relationships with all staff, children, parents & the Governing Body.
- Use available technology to support children's learning.
- Use your interests and talents to enhance the learning experiences of pupils both in and out of the classroom.
- Support extra-curricular activities and educational visits as required.
- Be familiar with key policies, committed to continuous professional development and actively promote the school's aims and ethos.
- Understand the Key Improvement Targets for the school and support these as required.
- Administer First Aid when required ensuring that procedures are adhered to and that the appropriate action is taken and forms completed in the event of an accident.
- Be aware of any dietary needs and medical conditions of the children.
- Participate in staff meetings and/or training as and when required.
- Participate in the school's performance management system.
- Ensuring confidentiality of dealings in school i.e. ensure anything that is witnessed or heard in school is not discussed outside the school or online.

Personal Attributes:

- An interest and enjoyment in working with children.
- Ability and willingness to respond to and meet the welfare needs of children.
- An ability to support and promote the emotional well-being of children.
- A positive attitude and outlook.
- The ability to present a cheerful disposition at all times.
- The ability to maintain excellent professional conduct at all times, even under challenging circumstances.
- Good organisation and communication skills.
- Ability to work as part of a team and a willingness to play an active part in the wider school community.
- Ability to use initiative and solve problems.
- Ability to communicate effectively with a variety of people.
- Committed to continuous improvement, recognising the need to develop new ideas, review systems and procedures.
- Basic IT skills and a good standard of literacy.
- Basic first aid skills.

This job description provides a general statement for the post holder who is expected to remain flexible and adapt to changes in routines and timing as required. The post holder is required to be proactive in identifying and addressing potential problems before they become real problems, in order to maximise the potential value of the role. The post holder will be expected to carry out other duties, in consultation with the post holder, which may reasonably be allocated to the post.

The post holder will receive an annual performance review during which the job description will be formally reviewed. Changes may, however, be introduced on an interim basis during the course of the school year, should circumstances so require in mutual agreement with the Senior Leadership Team.

Training:

- Undertake training as required, Food Hygiene, Child Protection, Health & Safety, First Aid
- Meet with the Senior Leadership Team to set targets and discuss training needs