



## ***CHERRYWOOD COMMUNITY PRIMARY SCHOOL***

**Job Description:** Level 2 Learning Support Assistant

**Salary Scale:** Grade C

### **Relationships**

- The postholder is responsible to the Headteacher through the Assistant Headteacher.
- The postholder interacts on a professional level and seeks to establish and maintain productive relationships in order to promote mutual understanding of the nature of the post.

### **Purpose of the Job**

- To work under the direct instruction of Class Teachers and the Senior Leadership Team to support access to learning for pupils and provide general support to the Teacher in the management of pupils and the classroom.
- Be a champion for an area of school improvement and liaise effectively with children, staff and parents to develop this across the whole school.
- Support the Assistant Headteacher in developing the practice of LSAs. Be an exemplary practitioner and a role model for LSAs to use as a point of reference.
- To work as part of the staff team in providing a secure, caring environment in which each child can find new, stimulating opportunities to develop their potential – emotionally, socially, physically and intellectually.
- To always promote safeguarding of the whole school community.
- To provide occasional class cover.

### **Key Tasks of the Post:**

#### **1. You will provide support to pupils. You will:**

- Model the school values to pupils and encourage them to also behave in line with them.
- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Ensure pupils are safe and able to access all learning tasks.
- Make a firm, reliable and consistent relationship with children to enable them to settle within the school community.
- Encourage pupils to be independent cooperative and resilient learners.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Include and accept all pupils and expect them to do the same in relation to each other.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Be proactive, use your initiative and be urgent and timely in your support of pupils' learning.
- Prepare and deliver interventions under the direction of the Assistant Headteacher, class teachers and specialist support assistants.
- Work with individuals and groups as directed by the Assistant Headteacher.

**2. You will provide support for teachers. You will:**

- Prepare classrooms as agreed for lessons, clear away afterwards and assist with the display of pupils' work.
- Be aware of pupil needs and achievements and give regular feedback to the teacher on their progress.
- Undertake pupil record keeping as requested.
- Consistently follow the school's behaviour management guidelines.
- Gather/report information from/to parents/carers as directed.
- Provide clerical/administrative support e.g. photocopying, etc.

**3. You will provide support for the curriculum. You will:**

- Scan the classroom frequently to ensure pupils understand instructions and give guidance where it is clear that they do not.
- Support pupils in respect of local and national learning strategies as directed by the teacher.
- Support pupils in using ICT (and in following the online-safety guidelines).
- Prepare and maintain equipment/resources as agreed with the teacher and assist pupils in their use.

**4. You will provide support for the school. You will:**

- Understand 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.
- Proactively read, act upon and respond to school communications each school day.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos and values of the school.
- Support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Cherrywood Community Primary School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.