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**Granard Primary School**

**Learning Support Assistant**

**Job Description**

This post is event linked, which means that the post will cease to exist when the post or funding ceases.

**Purpose of the Job**

Under the instruction of the teacher or line manager to work with individual children or small groups and to supervise the physical and general care of children, including those with SEN. To support access to learning for children and provide general support to the teacher in the management of children and the classroom.

**Main Responsibilities**

1. **Support for Children**

* Attend to the children’s personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters including medical procedures following appropriate training
* Support children with Education and Health Care Plans to meet their objectives
* Supervise and support children ensuring their safety and access to learning
* Establish good relationships with children, acting as a role model and being aware of and responding appropriately to individual needs
* Promote the inclusion and acceptance of all children
* Support other children in school with their needs including behavioural needs and aspects of the curriculum
* Encourage children to interact with others and engage in activities led by the teacher
* Encourage children to act independently as appropriate
* Work closely in partnership with the children’s parents or carers
* Liaise with other professionals for the benefit of the children
* Assist with the supervision of children out of lesson times, including break times, lunch times and before and after school

1. **Support for the Teacher**

* Prepare the classroom as directed for lessons, clear away afterwards and assist with the display of children’s work
* Be aware of children’s problems, progress and achievement and report to the teacher as agreed
* Undertake children’s record keeping as requested
* Support the class teacher with agreed learning and behaviour management strategies
* Promote positive child behaviour and encourage conflict resolution in line with school policy, reporting difficulties as appropriate
* Deliver programmes such as occupational therapy, speech and language therapy and social communication, adapting them according to children’s IPPs as necessary
* Gather and report information from and to parents or carers as directed
* Provide basic clerical and administrative support e.g. photocopying, typing, filing, collecting money etc.

1. **Support for the Curriculum**

* Support children to understand instructions
* Support children in undertaking English and Maths tasks as directed by the teacher
* Support children in using basic ICT as directed
* Prepare and maintain equipment and resources as directed by the teacher and assist children in their use

1. **Support for the School**

* Promote good speech and language skills
* Be aware of and comply with policies and procedures relating to Child Protection, Safeguarding, Health and Safety, Security, Confidentiality and Data Protection
* To ensure that the worker’s line manager/Designated Safeguarding Lead (DSL) is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection
* To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation
* To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role
* Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop
* 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, including INSET days
* Work effectively as part of the support staff team to ensure excellent support and supervision of children out of lesson times, including break and lunch times
* To be included in the duty rota, including Dining Hall duties, which includes wiping down tables and sweeping floors
* Accompany teaching staff and children on trips and out of school activities as required
* Supporting teachers with assessment and testing for the statemented child, including:
  + Supervise children taking non-statutory tests
  + Supervise children who have missed tests
  + Act as reader for children during tests
* Contribute to the overall ethos, work and aims of the school
* To undertake other duties, appropriate to the post, as may be required from time to time