



## POST - Learning Support Assistant

<b>CONTRACT:</b>	29 hours 10 mins/ 5 days per week - <b>term time only</b> Fixed contract until end of school year 2025-26 (31 <sup>st</sup> August 2026) in the first instance
<b>SALARY SCALE:</b>	Band B (pt 3) + SEN allowance **Will be <u>pro-rata</u> for term time hours only
<b>START DATE:</b>	As soon as possible depending on pre- employment checks

**Responsible to:** Headteacher & SENCo, Team leader

**Responsible for:** N/A

**Job Summary:** To provide classroom support to pupils under the direction of the teacher.

### Additional duties and responsibilities:

#### Support to Pupils

- To keep and maintain a record of support provided to pupils.
- To assist pupils in the use of resources including ICT.
- To maintain pupils' interests and motivation.
- To assist pupils with dress/changing for activities/personal hygiene.
- To support individual and group work assigned by the teacher in raising core skills, support individual learning plans (ILP).
- The care and welfare of pupils to include toileting and feeding as required.
- To supervise pupils at lunchtimes and/or break times as required.
- Escorting pupils around school premises/and take home, together with another member of staff.

#### Support to School

- To have contact and links with those with parental responsibility during the working day, as part of the normal consultative and educational process.
- To be aware of and maintain school policies and procedures.
- To contribute to ILPs.
- Preparation of rooms, equipment and displays.
- To maintain school routine.
- To promote high standards of behaviour throughout school in accordance with Discipline and Behaviour Policy.
- Support ethos of school.
- Maintenance of safe environment.

