



## HOTSPUR PRIMARY SCHOOL

### LEARNING SUPPORT ASSISTANT - JOB DESCRIPTION



<b>POST TITLE:</b>	Support Assistant Level 1
<b>GRADE:</b>	N2
<b>RESPONSIBLE TO:</b>	Headteacher or other designated teacher
<b>JOB PURPOSE:</b>	To assist in the education of pupils within the school
<b>MAIN DUTIES:</b>	The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

#### **(a) General**

- Supporting the teacher in the general management of the classroom.
- Undertaking activities, as directed by the teacher, with individuals or small groups of pupils.
- Providing clerical/admin support, e.g. photocopying, typing, filing, collecting money etc.
- Supervising groups of pupils alone and participating in general activities including giving sensitive support and intervention in children's play.

#### **(b) Classroom Organisation**

- To be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
- Assisting in the preparation, maintenance and repair of books, apparatus, and equipment, to include cataloguing and stocktaking of all resources.
- Preparing pupils' work for display in the classroom and around the school.

#### **(c) Pupil Support**

- Working with pupils directly on curriculum related tasks under the direction of the teacher.
- Giving relevant feedback to the teacher regarding the social, emotional and physical needs of pupils thus offering the teacher support in their assessment.
- Following school policy documents and schemes of work to keep updated with
- school documentation.

#### **(d) Welfare and Other Duties**

- Assisting in the supervision of pupils particularly at break periods and the beginning and end of sessions.
- Attending to sick or injured pupils and taking sick pupils home.
- To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.

#### **(e) Child Protection**

- The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.