



Learning Support Assistant

Holy Trinity CE (A) Primary School, Cuckfield

Job Description

Support individual or groups of pupils in the development of key skills of English, Maths, RE and ICT; and across the whole curriculum.

Attend to any personal, intimate and social needs of pupils and any other special requirements depending on the nature of a pupil's needs.

Contribute to the children's progress and feedback strengths / areas for development to the class teacher/Inclusion Manager

Assist in the educational and social development of pupils under the direction and guidance of the Head teacher, Inclusion Manager and class teachers.

Supervise children at playtime/ lunchtime and assist with classroom supervision.

Accompany children off school premises as directed by the class teachers, but in the presence of a teacher

Work with other professionals, as necessary

Take part in planning sessions and training with the class teacher, staff team and locality

Assist class teachers with maintaining children's records

Support class teachers in photocopying and other tasks in order to support teaching e.g. preparing resources

Understand that at times you will have access to highly confidential information and to respect and follow the policies of the school in being discreet and respecting confidentiality

Have a full understanding of the policy and procedures for Health and Safety and Child Protection and Safeguarding

Support the school's implementation of the whole school policy for Behaviour and Anti-Bullying

Promote and work within the Christian ethos and the values of the school values

Any other duties which reasonably fall within the remit of the post, which may be allocated by the Headteacher after consultation with the post holder

Key Attributes

Flexible & can use own initiative

Effective communication skills

Well organised

Reliable & punctual

Good Team Player

Solution Focused