

Vacancy Reference No:**Job Title:** Learning Support Assistant**Job Number:****Directorate:** Children Learning & Young People**Post Number:****Service:****Grade:** 3**Location:** Manor Park Primary School**Job Purpose:** To assist and support classroom teachers with the education of children in school.**Main Duties and Responsibilities:**

1. Assist teaching staff as required, including helping individual children and groups with the full range of curriculum activities and use of information technology as appropriate.
2. Work with groups of children leading teaching and learning activities as planned by the class teacher
3. Carry out planned assessment activities and provide assessment information on groups of pupils to the teacher.
4. Prepare, display and mount work, set out equipment/materials and record television and radio programmes for educational use under the direction of class teachers.
5. Make and maintain teaching aids and equipment, for example undertake simple repairs of books and equipment.
6. In collaboration with class teachers ensure classrooms and other teaching areas are kept in a tidy state and equipment and materials are stored correctly.
7. Provide physical care and attention for personal needs, including care of children who are sick and escorting children home where necessary.
8. Undertake supervision of the children in the playground and dinner room as determined by the Headteacher.
9. Liaise with teachers and other staff at the school to obtain, exchange and record information on individual children.
10. Assist with tasks in respect of classroom activities as required including maintaining library books, records; collecting monies e.g. school outings, book club; maintaining classroom supplies and general classroom duties such as photocopying, filing.
11. Assist class teachers in preparing and supervising outings and visits and, if required, helping to organise out of school functions, such as outings, summer fairs and open evenings.
12. Assist class teachers in supporting volunteer helpers and students in the classroom.
13. Assist class teaches in supporting Home School links initiatives such as accompanying teachers on home visits.
14. Attend staff meetings as necessary during hours of employment.
15. Assist supply staff with the daily classroom routine as determined by the class teacher.
16. Where the postholder is employed to work with special needs pupil(s) s/he will undertake specific support duties in respect of those pupils.
17. Such duties as are within the scope and the spirit of the job purpose, the title of the post and its grading.

NOTE

There is no requirement for a Teaching Assistant to attend for work outside the contractual hours of work for the post.

Any attendance of a Teaching Assistant at an activity which is outside the contractual hours of working will be subject to prior mutual agreement between the Teaching Assistant and Headteacher (or teacher acting on the

Head's behalf). This will include the basis upon which attendance will be undertaken i.e. time off in lieu or paid time at the appropriate rate.

If an individual attends an out of school activity in a purely voluntary capacity such an arrangement will be dealt with as an entirely separate matter to this employment.

All employees

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

All employees

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for:

Responsible to:

Date Reviewed: