

## **Broad Heath Primary School**



### **Name of Learning Support Assistant:** **Job Description**

- Work alongside the class teacher and assist in the teaching of specified targets and LEARNING
- To work with any age ranges from 3-11 years old, as designated by the teacher.
- To understand what the learning target is in every lesson and their role in the teaching.
- To understand the term equality and equal opportunities in a learning context and apply it, ensuring all children are learning and there is inclusion.
- To teach small groups of children, as directed by the teacher. Report back about learning. Fill in planning sheets with outcomes etc.
- Good educational background, having good literacy and numeracy skills.
- To be able to offer a variety of skills which will enhance children's learning.
- Have the ability to work independently and as part of a team.
- Make resources to support children's learning if asked to do so.
- Review daily children's learning and inform class teacher about children's response to the tasks/fill in records when asked.
- Adhere to the school's behaviour policy and report each ½ term to GF/JF
- Deliver different schemes of work, marking work if asked to do so and initialling it, to show you have marked the work.
- Ensure classroom equipment is orderly and maintained and there is no equipment left out at the end of the day. This means in and directly outside your class. You must also get equipment ready for the whole day's teaching. This may involve lifting and re-organising equipment.
- Attend and provide INSET training when necessary to further Professional Development and understanding, as well as attending staff meetings when asked to do so.
- Disseminate information from meetings and fill in a course evaluation sheet.
- Ensure that the Head Teacher is kept aware of learning developments and review with the Head Teacher/Reviewer your performance and your self evaluations.
- Attend parents' evenings/meetings and liaise with parents/instructors/carers as necessary.
- Promote learning, by creating vibrant and quality displays in the class and around the school following the school display policy. Work with other TAs if asked to do so.
- Carry out any duties asked by the Head teacher within the school.
- Ensure whole school duties as a TA are addressed once every half term.
- Tend to the needs of children, acting as a carer when asked to do so.
- To promote a "I can do" attitude with the children
- Read the TA duty book each day and ensure tasks are addressed. JF will monitor Fridays. No task to take longer than a week.
- Meet ½ termly or more, with your fellow TA's and review performance, attend INSETS
- Maintain confidentiality and act in a professional manner at all times.
- Enjoy the job and be willing to support any member of the team.
- To do one after school club a year for up to 5 weeks.

**This job description will be reviewed at the end of each academic year in accordance with the needs of the school. It may also be reviewed at any time by mutual agreement.**

**Signed:.....**