

Learning Support Assistant: Grade 3 Job description

Job Purpose:

To assist and support Classroom Teachers with education of children in the school.

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; both inside and outside the school building.
2. Prepare, display and mount work, set out equipment/materials for educational use under the direction of Class Teachers.
3. Make and maintain teaching aids and equipment for example undertake simple repairs of books and equipment.
4. In collaboration with Class Teachers ensure classrooms and other teaching areas are kept in a tidy state and equipment and materials are stored correctly.
5. Provide physical care and attention for personal needs, including care of children who are sick, contacting parents where necessary.
6. Undertake supervision of children in the playground and dining room as determined by the Head Teacher.
7. Liaise with teachers and other staff at the school to obtain exchange and record information on individual children.
8. Liaise with parents offering support and sharing information where necessary, as directed by the Class Teacher.
9. Assist with tasks in respect of classroom activities as required including maintaining library book records; maintaining classroom supplies and general classroom duties such as photocopying and filing.
10. Assist Class Teachers in preparing and supervising outings and visits.

11. Assist Class Teachers in supporting volunteer helpers and students in the classroom.
 12. Assist Class Teachers in supporting Home Links initiatives such as accompanying teachers on home visits.
 13. Attend staff meetings as necessary.
 14. Assist supply staff with the daily classroom routine as determined by the Class Teacher.
 15. Where the postholder is employed to work with special needs pupil(s) she/he will undertake specific support duties in respect of those pupils.
- .
- Any other duties and responsibilities within the range of the salary grade.