



Education and Children's Services

Job Description

(Rev 08/05)

P65

Job Title Learning Support Assistant (Level 2)		Thematic Area Education and Children's Services	
Post No.	Grade BAND B	Service	Location Menzies High School Science College
Responsible to SENCO Head Teacher	Contacts Teaching and Non-Teaching Staff, Pupils and Parents	Persons responsible for: <i>(May be presented in the form of an organisation chart)</i> Attach separate sheet	
		Special conditions Car Entitlement: Casual/Essential/None Approver: None/I-procurement Order and Receipt/I-procurement Order and Approve <i>(delete as applicable)</i>	
Working hours Term Time only, 25 hours per week			

This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.

Job Summary

To provide classroom support to pupils under the direction of the teacher.

Duties and responsibilities:-

1. Support to Pupils

- To assist pupils in the use of resources including IT.
- To maintain pupils' interests and motivation.
- To assist pupils with dress/changing for activities/personal hygiene.
- To support individual and group work assigned by the teacher in raising core skills, support individual education plans (IEP/ISPs).
- The care and welfare of pupils to include toileting and feeding as required.
- Escorting pupils around school premises/and take home, together with another member of staff.
- Where required general support to pupils in line with a statement of special needs or planned provision (IEP/ISP).

2. Support to School

- To have contact and links with those with parental responsibility during the working day, as part of the normal consultative process.
- To be aware of and maintain school policies and procedures.
- Where required help the school to develop more effective communication by acting as an interpreter/providing translation.
- Preparation of rooms, equipment and displays.
- To maintain school routine.
- To promote high standards of behaviour throughout school in accordance with Discipline and Behaviour Policy.
- To support the ethos of the school.
- To maintain a safe environment.

3. Support to Teachers

- To deliver pre-planned programmes of work under the direction of a teacher.
- To assist in the assessment of pupil attainment/progress.

- To undertake duties on a rota basis during mid-morning and mid-afternoon breaks.
- To assist the teacher with the supervision of pupils on school trips/visits.
- To keep materials and equipment in a tidy and safe manner.
- To liaise with teachers and other staff to obtain, exchange and record information on pupils in accordance with school policy.
- To support the supervision of individuals/groups of pupils.

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4. Support with Curriculum

- To be involved in planning meetings.
 - Attendance at appropriate training sessions as required.
 - To undertake repairs and maintenance of books and equipment.
 - To develop and prepare curriculum activities.
5. It is the responsibility of each employee to carry out their duties in line with Council policies on equality (please refer to the Policy Statement), harassment, racial equality and the CRE action plan, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for in line with these policies and the CRE standards.
6. Use and development of ICT as required.
7. Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
8. The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work.
9. All staff within the School will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Children's Services. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate trades unions.