

JOB DESCRIPTION

LEARNING ASSISTANT

REPORTS TO: ASSISTANT HEAD (JUNIOR & SENIOR SCHOOL) & SENDCo

MAIN PURPOSE:

1. To support the pupils in accessing a quality education in a happy and secure environment.
2. To support the pupils with their understanding and application as necessary.
3. To ensure the aims and policies of the school are implemented effectively.
4. To be an active member of the school staff and participate in all school events across all departments.

RESPONSIBILITIES:

EDUCATIONAL SUPPORT:

1. Assist with the teaching individual children or groups of children as directed by the Class Teacher or Assistant Heads.
2. Support the Class Teacher and other staff in the delivery of a broad and balanced teaching programme.
3. Assist with the preparation of learning resources.
4. Record progress and achievements as directed by the Class Teacher.
5. Encourage pupils' independence.
6. Be familiar with the children on the SEN register.

ORGANISATIONAL AND ADMINISTRATIVE:

1. Assist with administrative task as requested by the Class Teacher or Assistant Heads.
2. Attend meetings as directed by the Assistant Heads or Headmaster.
3. Accompany out of school visits as requested.
4. Assist with duties as outlined on the duty rota.
5. Administer First Aid and any prescribed medicines as and when necessary.

WHOLE SCHOOL:

1. Ensure high standards of behaviour and all individuals and equipment are treated with respect.
2. Be very alert for any signs of bullying or unpleasantness and deal with it immediately and appropriately.
3. Encourage children to be well organised and punctual and to gain confidence and independence.
4. Ensure every child received praise and encouragement on a frequent basis and that each child feels valued.

5. Promote the school aims and ethos of the school and be familiar with its policies.
6. Attend school functions as required.
7. Be familiar with the school's process of Rewards and Sanctions.

GENERAL:

1. Establish effective, professional working relationships with colleagues.
2. Be responsible for personal health and safety at work and inform the relevant staff of any health and safety matters in need of attention.
3. Be aware of safeguarding/child protection responsibilities and procedures in place at the school and bring any concerns to the attention of the Designated Safeguarding Lead.
4. Work within the School's Equal Opportunities Policy.
5. Set a good example to the pupils through presentation, personal appearance and conduct.
6. Attend all INSET and CPD as requested by the Headmaster or Assistant Heads.
7. Comply with information and guidance in the Staff Handbook and all other school policies, including the Code of Conduct.
8. Handle confidential information with due care and maintain confidentiality both of the school's affairs and those of its clients.
9. Participate in the school's Appraisal Cycle.
10. Carry out any reasonable requests of the Headmaster/ Assistant Head.
11. Hours, attendance and holiday entitlement are defined in the Contract of Employment.

Gayhurst School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure and Barring Service and overseas Police checks, if applicable. Employment is subject to these checks.