



## **Job Description for Learning Support Assistant including Midday Supervision**

**Responsible to:** Headteacher

**Line managed by:** SENCo/Class Teacher

**Purpose of job:** To ensure the effective inclusion and support of SEN children in school implementing the school's SEND Policy and procedures under the direction of the SENCo and class teachers.

To support members of staff in the daily running of the school.

To assist in the supervision of children both in the dining area and in play areas to ensure all pupil's welfare and safety during school lunch breaks.

To understand and to adhere to all school safeguarding policies and procedures.

### **Job Profile: Learning Support Assistant including Midday Supervision**

Supporting the progress and behaviour of individual pupils and small groups, including pupils with Special Educational needs, and providing general classroom support within the school, liaising with other staff as required.

Learning Support Assistant responsibilities include:

- Clarifying and explaining instructions
- Ensuring pupils are able to use necessary equipment
- Motivating and encouraging pupils in all areas of school life
- Assisting in areas of specific weakness, such as speech and language or writing tasks
- Helping pupils to concentrate on and finish work set
- Attending to pupils' personal and health needs
- Developing appropriate resources to support pupils
- Assisting in the management of pupils' social interaction and behaviour
- Leading small teaching groups or 1:1 intervention programmes

Midday Supervision responsibilities include:

- Supervising the safe and appropriate play of pupils in the playground, and the classrooms during wet playtime.
- Applying playtime rules and reporting incidents to the Senior Midday Supervisor, class teachers or senior members of staff.
- Managing behaviour and intervening where children need adult support.
- Supporting and encouraging good table manners and healthy eating in the dining area.
- In the event of an accident following the appropriate first aid procedures.
- Carrying out general duties in the dining hall, and supporting the children when following the dining hall 'golden rules'.

### **Person Specification:**

#### **Essential:**

- Good level of written and spoken English.
- Numerate.
- Basic IT skills.
- Able to communicate effectively with pupils.
- Able to assist with the organisation of the learning environment.
- Able to maintain records and pupil files.
- Able to work effectively with adult team members.
- Able to maintain confidentiality.

#### **Desirable**

- First Aid qualification
- Previous experience working in a school