



*Learning God's Way*

Headteacher: Mr M Jee

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## **JOB DESCRIPTION**

- Location** - St Margaret's CE Primary School, Angmering
- Job Title** - Learning Support Assistant
- Responsibility to** - Inclusion Manager

## **Job Purpose**

- To provide learning support under the direction of the class teacher
- To provide welfare care for children

## **DUTIES**

1. Promoting learning by:-
  - Supporting children with their academic, social, emotional and mental health during whole-class lessons
  - Assisting small groups of children with practical activities to support their learning
  - Providing focussed support for groups of children (including planning, marking and assessment, after consultation with Inclusion Manager and/or class teacher)
  - Observing children and keeping appropriate records
  - Helping to further the academic progress of children
  - Maintaining communications between teacher/Learning Support Assistant
  - Helping children with social or emotional needs
2. Supervision of children:-
  - Assisting with classroom supervision
  - Taking groups of children for activities around the school to support their learning
  - Accompanying groups of children on off-site activities and on school trips
  - Supporting teaching staff in regular playground supervision
3. Children welfare (including medical needs)
  - Supporting children in the class who have specific medical/health problems
  - Care of children who are feeling unwell to include dealing with minor injuries, including cleaning up bodily fluids
  - Helping young children with dressing and toileting as necessary
4. Clerical/administrative tasks
  - Operating photocopier or other basic office equipment
  - Routine filing of children's work
  - Helping to up-date children's records

## **Hours of Duty (as shown on letter/advert)**

The hours of duty will be as those stated at the time of appointment to the post, or as agreed between the post holder and head teacher

## **Confidentiality**

The Learning Support Assistant is required to respect the confidentiality of **all** matters relating to the school, children and staff.

St Margaret's C.E. Primary School, Arundel Road, Angmering, West Sussex, BN16 4LP

*To develop a life-long love of learning; to grow spiritually and reflect Jesus in our words and action; to foster self-respect and love for others; to provide opportunities for ALL to flourish; to serve our community; to prepare and equip for an ever-changing world.*