

Role: Primary Learning Support Assistant

30 hours per week, 38 weeks per year – Permanent – Term time only

Salary: Grade 4 point 11-13
£17,007 - £17,391 pro rata accordingly

Start date: as soon as possible

Job Description:

At Heyford Park Free School, we strive for the best for every child. For them to be enthusiastic, creative, curious, independent, caring and kind. For them to achieve as much as they can through a “can do” attitude. We believe that children learn best when given good role models, a stimulating learning environment in the widest sense and when their eyes are opened to unlimited possibilities. At Heyford Park we are responsible for a child’s learning journey from Nursery all the way through to young adulthood. This is a privilege.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff are part of a whole school team. Each individual is required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible.

Tasks and duties as a Learning Support Assistant – Primary Phase

Tasks and duties will normally be based within the Primary Phase, but all staff may be asked to work across key stages or age groups if circumstances require. This may include carrying out specific administrative tasks or a request to work with students in another key stage or area.

1. Teaching support

Tasks will be allocated by the class teacher or member of the leadership team and may include:

- 1:1 support for a specific child, sometimes working to a personalised timetable
- Contributing to the devising of a timetable in response to an individual’s needs
- Reading to/with children
- Assisting children with educational games
- Supervising a range of indoor and outdoor activities

- Preparing equipment for the class teacher and setting up class or group activities
- Working 1:1 with children or with small “intervention” groups on specific targets, sometimes using your initiative to come up with tasks that fit those objectives
- Keeping records of activities and children’s achievements
- Supporting individuals and groups within a class
- Working to a teacher’s planning
- Assisting staff with data input
- Attending staff training
- Assisting with setting up, recording and delivering sessions
- Displaying work and undertaking general administration as requested
- Being fully aware of class planning, and supporting this by sharing records and observations
- Marking and assessing work that you have been directly involved in delivering or supporting
- Working with designated children who might have additional needs.
- Contributing to ongoing observations/assessments for certain children as their key worker

2. Pastoral

- Care, nurture and care of the welfare of a specific child when allocated support
- Contributing to the care and well-being/safety of children throughout the school
- Being patient, understanding, firm and supportive as the needs of the child and school demand
- Respecting confidentiality both inside and outside school
- Being prepared to use your initiative and seek advice when necessary
- Fulfilling any other task which the senior leaders deem appropriate
- Intimate and personal care as and when needed
- Administering First Aid as necessary in line with training received
- Food preparation and service in line with training received
- Being aware of the school Health and Safety guidance, including Early Years Foundation Stage specific statements, and to assist with making the school a safe working environment.

You will be working under the direction of the class teacher, Phase Leader, SENCO and Head of Primary

This job description will be reviewed annually and may be amended at any time after discussion with the post-holder.

The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Leadership Team.

This job description will be kept under review and may be amended via consultation with the individual and Senior Leadership Team as required. Trade union representation will be welcomed.

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