

Nerrols Primary School and Nursery

Learner Support and Wrap Around Care Assistant

Job Description

Main Duties / Responsibilities

Learner Support Specific
Under the direction of the class teacher, ensure that the needs of a pupil / pupils with SEND, including social communication needs and social and emotional needs are met.
To support children's learning in lessons.
To focus support in areas that need improving, both academic and social, following an agreed strategy for a pupil / pupils.
To support the needs of a pupil / pupils to use ICT and other equipment to enhance learning.
To undertake learning activities with a pupil / pupils, both individually and as part of a group to ensure appropriate access to the curriculum.
To assist teaching staff in the development of learning strategies by the preparation of programmes of work, resources, and the maintenance of a safe and suitable learning environment.
To report progress of a pupil / pupils to the class teacher at regular intervals and the SENDCo when necessary.
To attend meetings and annual reviews and to contribute to Individual Learning Plans as necessary.
Lunchtime Supervisor Specific
Devise and initiate constructive play opportunities for the pupil / pupils.
Ensure that the pupil / pupils wash their hands before they eat.
Assist pupil / pupils with the cleaning of tables when lunch is finished.
Ensure the dining hall is ready and cleared for school use in the afternoon.
Supervise pupil / pupils eating food brought from home and ensure that all packed lunch equipment is cleared away after use.
Report to the line managers any pupil / pupils whose diet may give cause for concern.
Take charge of an individual pupil or group of pupils in the playground or the classroom, depending on the weather.
Attend to minor accidents sustained during the lunchtime break and seek appropriate assistance if necessary.
Attend to any pupil who becomes ill during the lunchtime break and seek appropriate assistance.

Wrap Around Care

To take a lead in supporting the team in planning the weekly activities.

Arranging cover for absent colleagues as and when required.

Communicating with parents - initial contact sheets, filing and administration.

Overseeing bookings and liaising with the schools Administrator.

Monitoring and responding to queries.

Compiling the weekly food order.

General

Set suitable behaviour standards in line with school policy.

To support the development of children's social skills.

Liaise effectively and professionally with staff, teachers and parents as required.

To promote and reinforce a pupil / pupils self-esteem, behaviour and motivation.

To assist with a pupil / pupils who are hurt / have soiled themselves (including the cleaning of bodily fluids) or are feeling unwell, and where necessary and qualified, administer first aid.

Ensure that all pupils remain within a safe environment.

Comply with the procedures relating to Safeguarding and actively promote the welfare of pupils.

Ensure all health and safety standards are maintained at all times and advise the appropriate member of staff responsible for health and safety management of potential risk areas.

Attend training as required.

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Person Specification

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> GCSEs at grade C or above in Maths and English. 	<ul style="list-style-type: none"> Paediatric first aid certificate. Food hygiene certificate. Safeguarding certificate. Commitment to furthering to own professional development.
Experience	<ul style="list-style-type: none"> Recent and relevant Learner Support (Teaching Assistant) experience in at least one primary school. 	<ul style="list-style-type: none"> Experience of children with behavioural difficulties. Experience of liaison/contact with outside agencies. To have had recent training and experience in literacy and numeracy. Proven experience of matching learning to a child's needs.
Knowledge and skills	<ul style="list-style-type: none"> To have the knowledge and understanding to work with children with special educational needs. To recognise that each pupil has specific needs that are to be nurtured and developed through careful and sensitive teaching. To be aware of Child Protection procedures. Able to follow Individual Learning Plans (ILP) systematically. Able to communicate clearly, clarifying, summarising and recording. Able to make and record accurate observations to help the teacher with assessments. Able to communicate observations and feedback clearly to the teacher. 	<ul style="list-style-type: none"> Able to use initiative to develop resources to support small groups of children. Able to assist the teacher to develop an Individual Learning Plan (ILP) based on observations of the child.
Specific Skills Supporting the Child	<ul style="list-style-type: none"> Able to communicate clearly, clarifying and giving instructions with positive and constructive feedback. Able to assist with regular assessments. Able to work and persevere with children who may demonstrate difficult behaviour. Able to be firm, calm and consistent when dealing with difficult behaviour. 	<ul style="list-style-type: none"> Able to understand good models of positive reinforcement in order to improve a child's self-esteem. Able to anticipate difficulties and be able to remedy them without the child feeling disheartened.