


Job Description			
Learning Support Assistant Grade 2 (Points 2-4)	Cotgrave Candleby Lane School		
Job Purpose To work under the direct instruction of the classroom teacher to prepare resources and support with the teaching and learning of the children and classroom organisation.			
Key Responsibilities <ol style="list-style-type: none">1. Creating and maintaining a clean and orderly learning and teaching environment.2. Preparing and maintaining routine equipment/resources/materials as requested.3. Undertaking basic record keeping for management of resources, as directed.4. Providing support for such tasks as clerical, administrative, photocopying, display.5. Monitoring, arranging and maintaining orderly and secure storage of supplies and equipment.6. Attending to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters, including the use of specialist equipment where necessary.7. Providing support for students with emotional, social and behavioural problems.8. Encouraging pupils to interact with others and engage in activities led by the teacher.9. Encouraging pupils to act independently as appropriate.10. Preparing classroom as directed for lessons and clear afterwards and assist with the display of pupils' work.11. Being aware of pupil barriers to learning/progress/achievements and report to the teacher as agreed.12. Working with and acting upon guidance provided by teachers and other professionals/outside agencies.13. Supporting pupils in their learning in all areas of the curriculum as directed by the class teacher.14. Supporting pupils and teacher during PE and other practical activities.15. Assisting with the supervision of pupils at break times.16. Accompanying teaching staff and pupils on visits, trips and out of school activities as required. General Responsibilities <ol style="list-style-type: none">17. Following school procedures, in particular those relating to health and safety and child protection.18. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions.19. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures.			

20. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team.
21. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school.