

**Wolsingham School**  
**JOB DESCRIPTION**



<b>Post Title:</b>	Temporary Learning Support Assistant
<b>Job Purpose</b>	Provide support and assistance to students to help identify and address their specialised training needs in liaison with the departmental resources in accordance with the Authority's policy and procedures.
<b>Reporting to:</b>	SENCO
<b>Working Time:</b>	8.45am - 4.00pm Monday – Friday (45 minutes for lunch) term time only
<b>Hours:</b>	32.5 hours per week - 38 weeks plus 5 CPD Days
<b>Salary / Grade:</b>	Grade 2 – Point 10 – 13 - £15,238 to £16,191 (Pro-rata / TTO)
<b>MAIN (CORE) DUTIES</b>	<p>Key duties:</p> <ul style="list-style-type: none"> <li>• Work 1 to 1 with individual students as directed.</li> <li>• Work with small groups of children and individuals within the classroom and/or externally to the main class as required.</li> <li>• Provide tutorial support as directed.</li> <li>• Monitor, report and maintain records of students and their behaviour.</li> <li>• Provide appropriate help throughout the day, including break and lunchtime monitoring and pre and post school activities as necessary.</li> <li>• Contribute and participate in team meetings.</li> <li>• Contribute and participate in CPD, including pre and post school activities.</li> <li>• Maintain and promote a positive image of the school to children, parents and visitors.</li> <li>• Provide pastoral care and support to sick and injured children, taking appropriate action as necessary, ensuring that parents and school staff are fully informed of incidents and accidents.</li> <li>• Role requires working with a team.</li> <li>• Ability to present oneself as a role model to students in speech, dress, behaviour and attitude.</li> <li>• The post-holder has common duties and responsibilities in the areas of:-</li> <li>• Quality Assurance, Communication, Professional Practice, Health &amp; Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality &amp; Diversity, Confidentiality and Induction.</li> </ul>
<b>Enhancing own knowledge, skills and understanding</b>	<ul style="list-style-type: none"> <li>• To attend training courses relevant to the post, ensuring continuing personal and professional development.</li> </ul>
<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>• To undertake First Aid training and be active member of First Aid team (rota)</li> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>• Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.</li> </ul>

This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post-holder has a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

### **Review**

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties.

Signed: .....

Date: .....

Signed: ..... – Line Manager

Date: .....