

OAKDENE PRIMARY SCHOOL

JOB DESCRIPTION

Job Title: Learning Assistant - Level 1, Oakdene Out of School Club

Responsible to: Senior Learning Assistant, Playleader and Headteacher

Hours of Duty: To be advised

Purpose of Job: To work with and supervise individuals and groups of children under the direction/instruction of senior staff, inclusive of physical and general care and basic behaviour management techniques throughout the School and to establish a positive relationship with pupils.

Main Responsibilities:

1. SUPPORT FOR THE CHILD

- Establish good working relationships with pupils, acting as a role model
- Be aware of and respond appropriately to individual pupil needs
- Promote inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities
- Encourage pupils to act independently as appropriate
- Assist with basic care support needs for individual children as directed by Senior Staff including administration of First Aid and procedures relating to this administration.
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2. GENERAL SUPPORT

- Provide clerical/administration support (e.g. photocopying, typing, filing, collecting money etc)
- Assist with the display of childrens' work
- Plan activities for Out of School Club
- Prepare room and tidy away afterwards
- Undertake pupil record keeping as requested
- Assist in managing pupil behaviour in line with school policy and ensure reports are made in agreed school format
- Gather/report basic information from/to parents/carers as required
- Prepare and maintain levels of equipment and resources as requested
- Assist pupils in the use of appropriate resources
- Be aware of and comply with Out of School Club Policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Contribute to the school ethos, aims and improvement plan
- Have an awareness of and support the role of other colleagues
- Attend relevant meetings as required
- Participate in training and other learning activities as required

- To have an awareness of and uphold the School's Behaviour Policy
3. Uphold the expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements
 4. To be responsible for improving/developing your own practice through observation, evaluation, discussion and Training
 5. To comply with the Data Protection Act and School policies and procedures
 6. The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
 7. To comply with the School's Health and Safety Policy and associated safe working procedures and guidelines.
 8. To comply with the School's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
 9. To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.

The post is subject to Enhanced Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.

The details contained within this job description reflect the content of the job at the date it was prepared. However it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, Oakdene Primary School will expect to revise this job description from time to time and will consult the postholder at the appropriate time.

Signed (Learning Assistant)

Date.....

Signed.....(Headteacher)

Date.....