



Hatch Ride Primary School

JOB DESCRIPTION

Job Title: Learning Support Assistant (LSA) with Lunchtime Supervisor	Location: Hatch Ride Primary School
	Employment Status: Permanent
Notice Period: One month	Hours of work: Part Time 8:45am to 1:10pm 4 mornings per week 8.45am to 3.15pm 1 day per week, 30 min lunch break Term time only
Salary: FTE £25,584	Reports to: SENDCo

JOB PURPOSE

LSA: To facilitate learning by supporting the needs of individual pupils and small groups of pupils in accordance with school policy and government initiatives in the pursuit of high standards of pupil's achievement.

Lunchtime Supervisor: To supervise and ensure the welfare of the children during the lunchtime period, both while eating their meal and in the playground.

SCOPE OF POST (BUDGETARY/RESOURCE CONTROL, IMPACT)

Financial Accountabilities Budgets directly controlled (please state if this has been delegated to the post-holder) Budgets monitored on day-to-day basis:	None
Staff Responsibilities Number of employees managed/supervised: Number of FTE (Full Time Equivalents) employees managed/supervised:	None
Management of Physical Assets Nature of physical assets directly controlled, (e.g. children's home): Details of service contracts managed:	None



LSA CORE RESPONSIBILITIES, TASKS AND DUTIES

1. Liaise with class teacher on a daily basis to discuss class tasks and enable pupils to become independent learners within their own ability and assisting the teacher with social skills. Regularly report back to the teacher on pupil's progress and areas of concern.
2. To supervise and ensure the welfare of the children during the lunchtime break both inside and outside the building. In case of wet weather, supervise the children inside the school as directed.
3. Work with small groups or individual pupils, clarifying and explaining instructions, ensuring that pupils are able to use equipment and materials whilst motivating pupils to complete work and helping them to learn.
4. To work 1:1 with children with additional needs.
5. To aid the teacher in classroom discipline re-enforcing the teacher's standards of behaviour and tidiness within the classroom, monitor behaviour of children at all other times.
6. To help with special occasions in the school's annual calendar (if applicable).
7. Accompanying groups or individuals around the school e.g. library and school educational trips (if applicable)
8. To work with the SENCo and help deliver educational programmes, assist with the development of reading, writing, spelling and listening skills
9. Preparation of classroom/educational materials and organise supplies of classroom/educational materials and work with small groups of pupils on ICT equipment and programmes
10. Prepare class lists, worksheets and carry out general examination administration tasks and invigilation of examinations (if required)
11. Help and support pupils create displays etc. for open evenings
12. Ensure that the tables and the area are clean and clear of rubbish for the children to begin lunch and that they are clean and tidy for the afternoon school session.
13. To provide First Aid within the strict guidelines of the school and complete corresponding records.
14. To accompany classes on school visits/trips
15. Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the post holder.



LUNCHTIME SUPERVISOR CORE RESPONSIBILITIES, TASKS AND DUTIES

1. To supervise and ensure the welfare of the children during the lunchtime break both inside and outside the building. In case of wet weather, supervise the children inside the school as directed.
2. Ensure that the tables and the area are clean and clear of rubbish for the children to begin lunch and that they are clean and tidy for the afternoon school session.
3. To monitor the behaviour of the children at all times, in conjunction with the school's policy on discipline and behaviour.
4. Assist children with the times and locations of any lunchtime activities and ensure that they have returned on time to their classroom for the afternoon session.
5. Administer First Aid as required.
6. Ensure that all accidents are recorded in the accident book and reported to the Mid-day Supervisor in order that any appropriate action may be taken.
7. Ensure all children are engaged in suitable activities. Be pro-active and vigilant regarding any situations that may be a cause for concern e.g. bullying or children isolated from mainstream activities. Take appropriate action to resolve these issues and report them to the midday supervisor.
8. Observe Health and Safety regulations relating to the school at all times.
9. Retain the confidentiality on all aspects of school life
10. Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder.

SAFEGUARDING STATEMENT

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in

identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Date: _____ Employee signature: _____

Head teacher signature: _____