



Job Description
Learning Support Assistant – range 1b, 36 hours per week
Bucks Pay Range 1b.6 – 1b.10 FTE

Chiltern Wood School

Duties

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Teaching and Learning

1. Assist in the educational and social development of pupils under the direction and guidance of the class teacher, line manager and other school staff.
2. Assist in the implementation of Pupil Progress and Provision Plans and curriculum target setting for pupils and help monitor their progress.
3. Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities.
4. Work with other professionals, such as therapists and psychologists, as necessary.
5. Assist with the maintaining pupil records, including learning records.
6. Support pupils with a range of special needs and help develop their social skills.

Administrative Duties

1. Prepare and present displays of pupils' work, as appropriate.
2. Assist in the preparation of reports to support strategic requirements such as annual reviews.
3. Undertake other duties from time to time as the class teacher requires.

Standards and Quality Assurance

1. Support the aims and ethos of the school.
2. Set a good example in terms of dress, punctuality and attendance.
3. Attend team and staff meetings as required.
4. Undertake professional duties that may be reasonably assigned by the class teacher.
5. Be proactive in matters relating to health and safety.

Other duties and responsibilities

1. Attend to the physical well-being of pupils as appropriate to their individual needs. (This will include toileting and clearing bodily fluids/waste. Undertake First Aid training.)
2. Actively supervise pupils at the beginning and end of the day, including escorting to transport.
3. Actively supervise and engage pupils in a range of activities during break and lunchtimes.
4. Undertake Team Teach training.
5. Undertake Child Protection training in accordance with Bucks CC guidance.
6. To assist in the co-ordination of activities and games for pupils at break and lunchtimes.

Chiltern Wood School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. The successful candidate will be subject full vetting checks, including a disclosure of criminal records at an enhanced level.