

Kingsley Learning Foundation – LSA Vacancy

JOB DESCRIPTION – Classroom Assistant (CA2)

Name:

Kingsley School

Education Support Staff

Learning Support Assistant

GENERAL DUTIES

- 1) To work as a member of a class and department team.
- 2) To work with individual children on agreed objectives and to contribute towards recording as agreed with the class teacher or team leader. This may include integration in a mainstream setting.
- 3) To work with groups of children on specific objectives, general activities, outdoor and physical activities and out of school trips. This may involve leading group sessions that have been planned with, or by, the teacher or integration in a mainstream setting.
- 4) To attend whole staff meetings, team meetings and contribute to medium and short term planning, weekly timetable issues, issues regarding individual children, the development and maintenance of appropriate classroom/departmental routines, the fulfilment of team priorities.
- 5) To assist in the preparation and clearing away of classroom activities, resources and displays.
- 6) To be involved in the personal care and hygiene of children within the class group, helping to develop and carry out programmes for toileting and hygiene for individual children.
- 7) To monitor and be responsible for the general hygiene in the classroom and bathroom, including cleaning and disinfecting chairs and equipment regularly.
- 8) To contribute to home school links in liaison with the class teacher.
- 9) To assist with children at lunchtime, feeding individuals and helping them to develop appropriate social skills and/or assisting children to take part in indoor and outdoor activities during lunchtime play. (NB Most members of staff will only do either feeding or play activities).
- 10) To assist with bus duties or the supervision of children during transition at the beginning and end of the day.
- 11) To escort children home/to hospital when ill or injured, with an insured driver.

- 12) To carry out agreed routine jobs on a rota basis to maintain a tidy standard in the classroom and shared school areas.
- 13) To assist with PE & swimming as necessary.
- 14) To prepare and mount displays.
- 15) To work in any other part of the school in the event of absence of other members of staff.
- 16) To take responsibility for own professional development and duties in relation to school policies and practices.
- 17) To actively participate in school policies, practices and procedures to safeguard all children.
- 18) To attend Team Meetings on a Wednesday 3-40 to 5pm.

Please note - we have a scheme in place for taking days worked at Holiday club as lieu days, allowing time off during term time.

TO WHOM RESPONSIBLE

Team Leader

Signed Date