

ST DAVID'S SCHOOL RAMSTEIN

JOB DESCRIPTION – SUPPLY LEARNING SUPPORT ASSISTANT

Budget/Establishment/Unit: Defence Children Services (DCS)

Branch/Department: St David's School

Location: Ramstein

Post Title: Supply Learning Support Assistant

Grade: LSS2

Responsible to: Assistant Headteacher

Vetting requirement: Cat 3 Enhanced & D&BS Clearance

For regular employment with National Support Element (NSE) Ramstein.

1. GENERAL

The post holder supports and assists the staff in ensuring a high standard of physical, emotional, social and intellectual wellbeing for children in the setting in their area of responsibility within the school. Gives support to other personnel within the setting. Assists in matters relating to safeguarding of children. Assists in matters relating to health and safety.

2. MAIN DUTIES

Through effective practice contribute to

- Pupils' participation in the academic and social processes of the school.
- Enabling pupils to become more independent learners.
- Helping raise standards of learning for pupils.

This will include the following:

- a) Supporting the general ethos of the school, complying with school policies as appropriate.
- b) Supporting pupils in learning activities (including Information Computer Technology (ICT)).
- c) Supporting colleagues in contributing to effective team practice, including liaising with outside agencies and parties as required.
- d) Working mainly with children, both within the classroom and beyond, as directed by teachers.
- e) Listening to and talking with children.
- f) Observing, recording and reporting children's responses to tasks.
- g) Helping on trips and environmental activities.
- h) Care and support of pupils, including changing children in line with the Intimate Care Policy, if required.
- i) Participating in the school's appraisal programme

j) Preparing and maintaining the learning environment to include:

General School tidiness.
Monitor resources and stock.
Mount/erect displays.
Photocopying and general reprographics.
Prepare resources.

k) Supervise children during the lunch play period, encouraging constructive play/activities.

l) Ensure the school's guidelines on Health and Safety are followed.

m) Supervise children with lunch, helping with packaging etc. ensuring lunch is eaten quietly and safely, as per the Lunch Hall Code.

n) Escort children around the building in a safe, quiet and orderly manner.

o) Supervise children in the playground or classroom according to the weather and school codes. Makes sure that the children are always supervised in the playground. Moves around to check on the behaviour and safety of the children and ensures that this is continually monitored, by moving around and using vantage points, especially in the playground.

p) Inform Class Teacher or Assistant Head teacher of specific concerns and/or discipline problems, completing the LSA log in the staffroom when appropriate.

q) Ensure dining facilities are left in a clean and orderly manner.

r) Attend to pupil welfare needs, and protect their health and safety, for which appropriate training will be provided. This will include:

Attending to pupils involved in minor accidents or incidents.
Attending to pupils' hygiene and health requirements.
Protecting pupils from harm.
Reporting incidents or matters of possible concern.

s) To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately.

3. OTHER DUTIES

- a. On request of the employer, the postholder must attend courses which are suitable to improve their professional skills.
- b. Is required to deputise for other personnel during their absence as directed by the employer.
- c. Carry out any other reasonable duties within the scope of the employer's right of directive.

4. DRIVING OF DUTY VEHICLES

Must occasionally drive duty vehicles, provided he/she holds the necessary driving licence and FMT 600.

5. **OVERTIME/WORK ON SUNDAYS AND/OR PUBLIC HOLIDAYS**

Must perform work on any day of the week and Public Holidays on request of the employer.

6. **SHIFT WORK/ROTATING SHIFT WORK**

Regular shift work or rotating shift work is not a feature of the employment.

7. **ON-CALL DUTIES**

On call duties are not a feature of the employment.

8. **MEDICAL**

A medical examination is not a prerequisite for this employment. However, employees must undergo medical examinations in accordance with Health and Safety at Work provisions or other relevant provisions as necessary.

9. **REQUIRED PROFESSIONAL QUALIFICATIONS/EXPERIENCE**

a. **Essential:**

Professional qualifications/experience:

- (a) Good basic education to GCSE level in literacy and numeracy, or the equivalent.
- (b) Other competences:
 - An interest and commitment to work related training.
 - Able to use ICT confidently and experience of a range of programmes.
 - Experience in working with children.
 - Commitment to providing excellence.
 - Ability to communicate effectively both verbally and in writing.
 - Good interpersonal skills.
 - Ability to cope and adapt to change.
 - Ability to work co-operatively and effectively within a changing and dynamic team.
 - An understanding of the importance of confidentiality.
 - Ability to use initiative.
 - An understanding of the importance of Health and Safety at Work.

b. **Desirable:**

- Experience of working with children with a range of needs.
- Experience of managing behaviour effectively.
- Knowledge of the Foundation Stage Curriculum/National Curriculum.
- Practical knowledge of supporting children in a variety of settings.
- Related training and qualifications.
- Recent Child Protection training.

10. **HEALTH AND SAFETY AT WORK**

Postholders are obliged to take care of their own health and safety at their place of work within their ability and in accordance with the instructions and orders of the employer. Furthermore, they are also obliged to take care of the health and safety of persons, who are affected by their

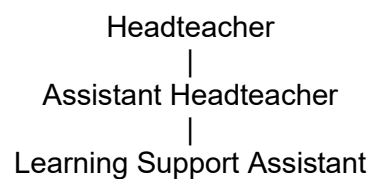
actions or omissions at work. Within the frame of these rules, they are especially required to use machinery, equipment, tools, substances, materials, transport aids and any other working aids as well as protective equipment and any issued personal protective equipment in accordance with the requirements. They must report any direct and considerable danger to health and safety as well as any failures of the safety systems to the employer or the relevant supervisor without undue delay.

11. TRAVEL EXPENSES

Post holders are not entitled to payments for kilometres driven to and from place of work from/to residence. If they are required to perform their duties outside the employment agency, they will be entitled to claim travel expenses in accordance with the current regulations.

12. ORGANISATION CHART

The post holder's position in the organisation is shown below, but may change due to reorganisation, redeployment or addition to staff.



Date

Signature Employee