

# Grasmere Primary School

**Headteacher:** Nick Mallender BA (Hons)

**School Business Manager:** Gaye Oztok

92 Albion Road, London N16 9PD

Telephone: 020 7254 4564

Facsimile : 020 7249 7278

e-mail: [info@grasmere.hackney.sch.uk](mailto:info@grasmere.hackney.sch.uk)

Website: [www.grasmere.hackney.sch.uk](http://www.grasmere.hackney.sch.uk)

## Job Description for LSA/TA

**Job Title:** LSA/Teaching Assistant

**Reporting to:** Class teacher, SENCO, Headteacher

**Grade:** Scale 3, point 5 - 6

### Job description:

Purpose of the post: To work under the direct instruction of teaching/senior staff and SENCO as directed. As directed by the Headteacher and SENCO to support access to learning for pupils and work with specific children with Education, Health and Care Plans (EHCPs) and prioritise the needs of SEND pupils when working in class and provide general support to the teacher in the management of pupils in classroom.

### Main duties and responsibilities: Support for Pupils:

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, and first aid and welfare matters.
- Under supervision of class teachers and the SENCO to carry out programmes of work to support the pupils' learning.
- To work with small groups and individual children within the school.
- Supervise and support pupils ensuring their safety and access to learning.
- To carry out as necessary physical tasks for the care of the pupil e.g. toileting, giving prescribed medication (under supervision and training), and to assist in development of self-help skills.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.

### Support for Teacher:

- As directed by the Headteacher and SENCO work with specific children with EHCPs and prioritise the needs of SEND pupils when working in class.
- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Undertake pupil record keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.

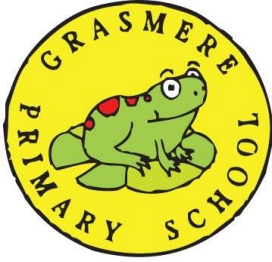


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- Gather/report information from/to parents/carers as directed.
- Provide clerical/admin support e.g. photocopying, typing, filing, collecting money, etc.

## Support for the Curriculum:

- Support pupils to understand instruction.
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS2, early years, as directed by teacher/Headteacher.
- Support pupils in using basic ICT as directed.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

## Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- In consultation with appropriate professionals to assist in meeting the particular needs of the pupil in the provision of e.g. physiotherapy, speech therapy, etc. as required.
- To work with children with special education needs during lunch time as required.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the line manager.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time as instructed by Headteacher.

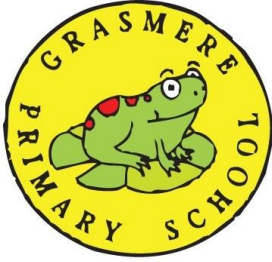


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## General requirements:

- Take part in the school's performance management system.
- Enhanced DBS check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- The post holder must at all times carry out his/her responsibilities with due regard to the Hackney Learning Trust's policy, organisation and arrangement for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with Hackney Learning Trust's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

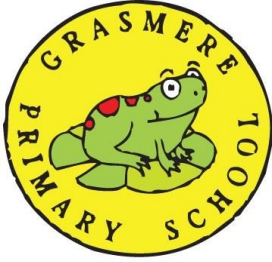


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## Person Specification:

|   | Essential | Desirable |
|---|-----------|-----------|
| <b>Qualifications:</b>  |           |           |
| GCSE Maths and Literacy   | √         |           |
|   |           |           |
| <b>Experience:</b>  |           |           |
| Working with or caring for children of a relevant age   | √         |           |
|   |           |           |
| <b>Knowledge:</b>   |           |           |
| Basic understanding of child development  | √         |           |
| Appropriate knowledge of first aid  |           | √         |
|   |           |           |
| <b>Skills:</b>  |           |           |
| Good numeracy / literacy skills   | √         |           |
| Use basic technology including computer, video and photocopier  | √         |           |
| Ability to relate to children and adults  | √         |           |
| Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these | √         |           |
| Display commitment to the protection and safeguarding of children and young people                                      | √         |           |
| Participate in development and training opportunities   |           |           |



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