

## Supply Learning Support Assistant

### Job Analysis

The Junior and Senior School are looking to hire enthusiastic, hardworking individuals in the positions of **Supply Learning Support Assistant**. We are looking for positive and passionate teachers for daily and short-term supply cover, this position is non – permanent; supply teachers fill in teachers during their absence.

### Duties and Responsibilities

The duties and responsibilities outlined in the detailed Job Description, are examples of a successful candidate. However, these are not to be construed as exclusive or all-inclusive.

### Requirements

- Be able to communicate effectively within a team
- Be a positive, kind, and caring person
- Good behaviour management skills
- Previous experience in a school setting
- Degree or towards obtaining a degree in Education or similar, will be considered as an advantage

### Location

We are welcoming expression of interest for our Junior School site.

### Remuneration

A competitive remuneration package will be offered to the successful candidates, according to qualifications and experience.

### Applications

All applications will be treated with the strictest confidentiality.

Interested applicants should complete our online application and send their CV and certificates, quoting “Supply LSA/JS”.

*The Junior and Senior School is committed to the safeguarding and protection of children and young people. Any offer of employment will be subject to satisfactory references and appropriate criminal records checks. Questions regarding safeguarding of children and young people will be asked during interview.*

## Job Description

**Position:** Learning Support Assistants

### Duties & Responsibilities

#### Learning and Teaching

- To work in partnership with class teachers for the planning and preparation of stimulating, challenging, enjoyable learning opportunities which take into regard the curriculum of the School and the individual abilities of the pupils in the class
- Consistently support the class teacher in teaching at a high level to ensure pupils' learning is challenging and progressing
- Assessing, recording and reporting to the class teacher on the development, progress and attainment of pupils
- Ensuring that all records and data collection are kept up to date and that information is passed onto class teacher and appropriate leaders in a timely manner
- Communicating and consulting with specialist teachers when required, after liaising with the class teacher
- Working as part of a team to plan collaborative schemes of work and learning plans for pupils in their particular year group
- Have the confidence to sometimes take the class in the absence of the teacher

#### Discipline

- Providing guidance and advice to pupils on their social and emotional development
- Contribute positively towards implementing policies and practices reflecting the School's commitment to high achievement and effective teaching and learning.
- Maintaining high standards of behaviour in all learning situations; being aware of the School's Behavioural Policy and procedures
- Maintaining a high standard of pupil behaviour in the playground and common areas, being alert and proactive and inform and liaise with class teachers when appropriate

#### ***Non limiting clause***

*This job description is not intended to be a complete or limiting description of the tasks or responsibilities that the post holder may reasonably be requested to undertake. The job description may be changed to meet new demands or circumstances and following consultations between the post holder and the Headteacher/Principal.*