

# SACRED HEART CONVENT SCHOOL

## LEARNING SUPPORT STAFF

### Responsible to:-

Headteacher, but on a day to day basis working under the direction of a class teacher, or teachers organising changes in daily running and Lower School Co-ordinator

### Main Responsibilities:

These may include any or all of the following areas of work, and any other tasks that may be reasonably required by the Headteacher or class teacher.

#### 1) Personal and Social needs :

To assist in ensuring that the personal and social needs of pupils are attended to, including those with special needs.

- a) Taking care of sick / injured children, clearing up after accidents etc.
- b) Two members of Support Staff cover pupils arrival (Lower School) from 8.30am – outside on playground if fine; inside if wet.
- c) Assisting with playground supervision (Lower School LSA) at break (rota). Wet playtimes to be covered by all learning support staff.
- d) Carrying out dinner duty, supervising pupils in classroom each day ten minutes before lessons commence; after school - gate duty. If necessary covering for absent Lunchtime Playground Supervisors
- e) Ensuring that pupils board the correct bus at the end of the day

#### 2) Working with pupils in the classroom:

To provide assistance to class teachers.

- a) Group and individual work under the direction of the teacher. e.g. Helping with reading, flashcards  
Creative activities  
Maths & computing  
PE activities - swimming  
Visits, trips
- b) Help to develop acceptable personal and social behaviour.
- c) Supervising for regular teacher(s) when temporarily unavailable.
- d) SEN – working
- e) Assist with IEPs
- f) Attend meetings and liaise with parents / agencies

#### 3) Classroom Material / Resources:

To assist in the efficient use & preparation of materials & equipment in the school.

- a) Preparation of work for class activities
- b) Helping with work in folders, covering & repairing books, reading materials etc.
- c) Mounting and dismantling wall displays
- d) Preparing general stocks e.g. paint
- e) Clearing up after craft work
- f) Taping, recording (audio/visual)
- g) Carry out repairs to equipment
- h) Washing, cleaning equipment when necessary
- i) Tidying of cupboards, equipment at end of term, in holidays (5 days per year)
- j) Covering books
- k) To keep a record of all stock and resources

#### General:

To assist in the general efficient operation of the school.

- a) Helping deal with emergencies, floods, movement of furniture, equipment, break-ins! fire!
- b) Assisting with school photographs, medical inspections etc.
- c) Finding lost property etc.
- d) Supervising class for teacher(s) when absent.
- e) Attendance at / help with School Fete, Bazaar, Concerts, INSET Days etc