



Level 3 Learning Support After School Club

Lanesfield Primary School

Title:	Level 3 Learning Support
Accountability:	The post-holder will be responsible to Head teacher
Grade:	Grade 4
Hours:	After 3.00pm to 6.00pm Monday to Friday term time
Salary:	£20,092 to £21,748 (pro rata)

Purpose

- To be responsible for the day to day organisation of the After school club provision at Lanesfield Primary School providing high standards of care and play opportunities for primary aged children in a safe and secure environment.

Delivery

- Work with all staff to ensure and provide care, play opportunities and activities in a homely, nurturing, and safe environment, with regard to the individual development needs of the children. Identify and plan clear links to the EYFS curriculum for each pupil in reception and below.
- To lead and motivate a team of staff to deliver high quality creative play / hearing opportunities in a safe and caring environment.
- Liaise with the school with regard to the needs of the children who attend the club.

- To liaise with parents to encourage parental involvement and support of the After School Club.
- To ensure that adequate standards of safety and hygiene are maintained throughout the after school club, including the completion of appropriate risk assessments and recording and reporting of hazards and accidents.

Monitoring and Assessment

- To carry out assessment on learners' progress throughout specific learning activity/programme and adapt where necessary to pupil need.

Resources

- To plan, prepare and resource ensuring equipment and materials are available.

Support

- To provide support, care and advice to pupils and staff to assist in achieving a collaborative learning process

Administration

- To carry out and provide administrative and organisational support.

People management

- To guide, assist and support junior colleagues, auxiliary staff and volunteers

Relationships

- To communicate with other practitioners and professionals as required and resolve straightforward issues in consultation with relevant pupils, staff and external bodies including parents

Record keeping

- To maintain and contribute to records.

The job description can never be fully descriptive and exhaustive of unforeseen circumstances. It is expected that staff will respond to unforeseen circumstances and emergencies as they arise, commensurate with the level of responsibility. The particular duties and responsibilities may be reviewed from time to time at the request of the post holder or head teacher. Any amendments will require the approval of the governing body and consultation with the trade union.

Other Duties

First Aider

Review arrangements

This document will be reviewed following the end of year performance management reviews and in conjunction with the arrangements stated in the school policy. However either party may raise issues at any time that is appropriate arrangements

PERSON SPECIFICATIONS
Level 3 Teaching Assistant

	<i>Essential (e) / Desirable (d)</i>	<i>Assessed by</i>
<p>Qualifications</p> <ul style="list-style-type: none"> ➤ NVQ Level 3. ➤ Minimum GCSE (or equivalent) Maths and English at grade A-C 	<p>E D</p>	<p>Application</p>
<p>Professional Development</p> <ul style="list-style-type: none"> ➤ Recent, relevant professional development in current National curriculum. ➤ Evidence of specialist training /experience and other further professional training. 	<p>D D</p>	<p>Application Interview</p>
<p>Experience</p> <ul style="list-style-type: none"> ➤ Experience working in a school setting to promote effective teaching and learning. ➤ Full working knowledge of relevant and current education legislation and policies relevant to this post. ➤ Proficient knowledge of IT to support classroom practice including smart and Microsoft office ➤ Experience of assessing pupils for achievement in specific year groups. ➤ Previous experience within an educational environment ➤ Experience of teaching individuals targeted groups and whole class sessions ➤ Full working knowledge of Health and Safety ➤ An understanding of safeguarding and its importance 	<p>D D E E D E E E</p>	<p>Application/ interview</p>
<p>Skills / Abilities</p> <ul style="list-style-type: none"> ➤ To refer to daily planning completed by class teacher adapt and complete any part of that planning that requires your contribution. ➤ Ability to deliver higher standards of learning support. ➤ The ability to communicate to a high standard with other professionals ➤ Ability to deliver effective behaviour management and deal confidently with a range of daily issues, raised by our children. ➤ Ability to manage, lead, organise and motivate pupils 	<p>E E E E E D</p>	<p>Application/ interview</p>

<ul style="list-style-type: none"> ➤ Ability to plan own work schedule in order to complete tasks and use proven organisational skills with a high level of accuracy and attention to detail ➤ Prioritise, plan and organise a schedule of learning tasks. 		
<p><i>Personal attributes</i></p> <ul style="list-style-type: none"> ➤ Be committed to continual professional development and work within the school's philosophy and values. ➤ Be flexible and have a sense of humour ➤ A drive to be the best that you can be and support Lanesfield pupils to develop high aspirations. 	<p style="text-align: center;">E D E</p>	<p style="text-align: center;">Application/ interview</p>
<p><i>Other</i></p> <ul style="list-style-type: none"> ➤ To demonstrate success in involving parents, governors and the community in the school where appropriate ➤ Be committed to staff development. ➤ Promotion of positive behaviour strategies ➤ An awareness, understanding and commitment to equal opportunities 	<p style="text-align: center;">D E E D</p>	<p style="text-align: center;">Application/ interview</p>