



Job Description: Gap Year Learning Support Assistant

Job Purpose:

The gap year assistant will work under the direction and supervision of teachers in order to help promote effective learning.

The following list is not intended to be a complete list of all the tasks that a gap year student could perform.

Duties:

Contribute to the quality of care and welfare of pupils by:

- building good relations in contacts with pupils.
- encouraging good standards of pupil behaviour.
- supervising non-teaching areas: corridors, cloakrooms, lunch hall and playgrounds (as detailed on duty rotas).
- supervising classes during 'wet' playtimes.
- escorting pupils within and outside the premises e.g. between classrooms, on educational visits, games, sports events etc.
- providing care for minor accidents, upsets or ailments such as cuts and bruises (reporting to teacher if considered serious).
- helping children who need support with putting on coats, shoes etc. whilst encouraging independence.

Contribute to the effective organisation and use of resources by:

- preparing classroom material by duplicating, setting out and clearing away equipment, making booklets.
- making displays: mounting examples of children's work, pictures, interest tables under the supervision of teaching staff.

Under the direction and supervision of the Teacher, support the needs of pupils to effectively access the curriculum by:

- building a positive relationship with pupils and supporting the classroom/school ethos.
- developing good teamwork with the class teacher and other staff.
- preparing the classroom for aspects of the day's work e.g. setting up the art materials, selecting measurement containers for mathematics, setting up computer for word processing, setting up science apparatus for an investigation or experiment and ensuring pupils are paying attention, concentrating and staying on task.
- providing appropriate praise and encouragement to pupils during tasks.
- supporting children working together to encourage teamwork and co-operation.
- providing support to pupils in their classroom learning e.g. use of computers and general class activities.
- helping with tasks where there are physical difficulties, whilst encouraging independence and safety.
- helping pupils to follow instructions e.g. when moving to group activities and to find resources needed.
- providing help for pupils in organising their work e.g. following classroom routines and placing work in folders or marking trays.
- providing relevant information for teacher's records and reports on pupil's progress.
- providing support/supervision to pupils in the lunch hall.



Under the direction and supervision of the Form Teacher, support the quality of learning and teaching in the classroom by:

- supporting children's play activities e.g. by listening and talking with children, joining in play games which practice skills, encouraging sharing, turn taking and co-operation.
- encouraging children's oral language development through play, books, stories and personal interaction.
- supporting literacy development by reading or telling stories and rhymes, guiding children to information books, labelling children's drawings or models and providing an audience for their reading activities.
- supporting numeracy development by counting and matching games and rhymes, practising number bonds and 'tables', building with shapes and developing appropriate language and supporting practical measurement activities.
- supporting practical activities in the classroom, planned as part of the teacher's programme; e.g. baking etc.
- supervising and supporting pupils while they undertake work set by the teacher.
- supporting record keeping by completing checklists of tasks with individual pupils where appropriate.

This role will require the successful applicant to spend a period of time each day working on a one to one basis.

All members of staff are required to promote and safeguard the welfare of children they are responsible for or come into contact with and to adhere to and ensure compliance with the school's Child Protection procedures and staff guidance at all times. If, in the course of carrying out the duties of the post, a teacher becomes aware of any actual or potential risks to the safety and welfare of children in the school s/he must report any concerns to one of the Designated Safeguarding Leaders.

Widford Lodge Preparatory School

For boys and girls aged 2 ½ to 11

Widford Road, Chelmsford, Essex CM2 9AT

01245 352581 admin@widfordlodge.co.uk

For further details please go to the school's website **www.widfordlodge.co.uk**

Closing date for applications: **19th June 2020**

Widford Lodge is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening, including checks with past employers and the DBS.