



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:

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

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

- 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;
- 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.

Under the direction and supervision of the Teacher, support the needs of pupils to access the curriculum effectively 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 and ensuring pupils are paying attention, concentrating and staying on task.
- supporting and encouraging pupils during sports lessons, including offsite and possible attendance at sports fixtures
- 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. 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 teachers' records and reports on pupils' progress.
- providing support/supervision to pupils in the lunch hall.



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.
- Classroom cleaning

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.

Support for the school

- reviewing and developing their own professional practice;
- adhering to confidentiality, child protection procedures, Health & Safety, and the policies of the School;
- Any other duties appropriate to the post as directed by the school Proprietor and Headteacher.