AFNORTH INTERNATIONAL SCHOOL
BRITISH SECTION, JFC HQ BRUNSSUM
BRITISH FORCES POST OFFICE 28
Tel: 0031 (0)45 527 8241 Fax: 0031 (0)45 527 8224
Ferdinand Bolstraat 1, 6445 EE, Brunssum, The Netherlands

JOB DESCRIPTION

LEARNING SUPPORT ASSISTANT/LUNCHTIME SUPERVISOR

Key Purpose: *To work under the instruction and guidance of teaching/senior staff to enable and support access to learning for pupils and to assist in the management of pupils both in and outside the classroom.*

Support for Pupils

- Under the guidance of the class teacher implement structured learning activities and assist individual/groups of pupils to complete tasks.
- Attend to pupils' personal needs, and implement related support, including social, health, physical hygiene, first aid and welfare matters.
- Establish positive relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of others.
- To have regard for the safety and well being of the pupil at all times
- To encourage pupils to interact with others and engage in activities led by the teacher
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- To participate and assist in the supervision of pupils in special events, outings or visits

Support for the Teacher

- Create and maintain a purposeful, orderly and supportive learning environment assisting with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress
- Provide detailed and regular feedback to teachers on pupils achievement, progress, problems
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Provide administrative and clerical support e.g. record keeping, photocopying, filing, receiving and passing money to the school office

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to learning strategies recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- To set out and prepare equipment, indoors & outdoors

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- To assist in providing an atmosphere in which effective learning can take place.
- To collaborate positively and confidently with parents, teachers and other outside agencies
- To attend and participate in relevant staff meetings as required
- To assist with the supervision of pupils before and after school and at break times
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- To contribute to the extra-curricular school clubs programme

Performance Management

- Participate in performance management arrangements for the appraisal of your performance

Health & Safety

- Personally responsible for the health, safety and welfare of all staff that may be affected by the post holder's acts and/or omissions.

Equal Opportunities

- Personally responsible for equal opportunities awareness and ensuring that the post holder is aware of, and carries out, the provisions contained in the MOD Schools Equal Opportunities policy.

Safeguarding Children

- Personally responsible for promoting and safeguarding the welfare of children s/he is responsible for, or comes into contact with. Liaise with HT and/or AHT regarding the welfare and support of all children about whom concerns have been expressed. (eg. Pastoral and Child Protection issues).