



# CAYMAN PREP AND HIGH SCHOOL

## JOB DESCRIPTION

### Primary School Learning Assistant

#### Purpose

To assist teachers with learning and teaching of students

**Reporting to:** Infants – Assigned class teacher  
Juniors – Year Group Leaders

**Liaising with:** Learning Assistant Leader, PLT Members

#### Principal Responsibilities:

The learning assistant will **work with and assist** teachers to:

- enable students to achieve high standards of learning
- maximise learning and teaching time
- develop all students' skills across the curriculum
- assess students' attainment and progress
- identify and respond appropriately to individual differences between students
- set and support appropriate and challenging targets for students, both individually and in groups
- present learning tasks and curriculum content in a clear and stimulating manner
- communicate clearly and effectively with students; foster and maintain positive interpersonal relationships with students, teachers and parents
- manage their own and students' time effectively
- plan to constructively use classroom resources, including computers, to assist learning.
- provide support and guidance for students to interpret texts, worksheets and other resources and to set out their work appropriately.
- create and maintain a purposeful, orderly and supportive learning environment
- set and maintain clear expectations of students' behaviour and assist in securing appropriate standards of discipline
- learn and develop various learning and teaching strategies and approaches
- develop secure subject knowledge and an understanding of how students learn, by observation of and with guidance from the teacher and other staff members

**Other duties and requirements:**

- actively supervise and monitor students, carrying out assigned duties in addition to regular teaching; e.g. playtime, lunch duty
- assume shared responsibility for supervision of the school's "After School" facility on a rota basis and as required and requested by the LA Leader and / or PLT member
- assist in the implementation of all school rules and policies, as set out in the "Information and Policy Manual"
- be proactive in matters relating to health and safety
- support teachers by preparing/presenting displays of students' work, photocopying and other necessary tasks (before and after core school hours and during designated Admin time only)
- Those with Teaching qualifications and a Teacher's Licence will be expected to teach and offer cover in cases of teacher absence

**Other responsibilities:**

- Undertake any available professional training that might be considered relevant to the post

All members of staff are expected to:

- maintain confidentiality at all times with regard to student information and related school matters
- support the Christian aims and ethos of the school, setting good examples in terms of dress, punctuality and appearance
- take part in the school's extra-curricular activities including attending official school meetings and functions outside school hours when necessary
- attend school assemblies, insisting upon the responsible behaviour of students
- support implementation of the PMAP (Professional Management and Appraisal Process) in order to improve standards of teaching and learning
- Attend and participate in staff CPD sessions, when requested
- Uphold the school's behaviour code, uniform requirements and other regulations
- Assist with various duties as assigned by the Principal, according to the needs of the school

This job description will be reviewed annually and may be subject to modification or amendment after consultation between the Principal and the post holder.

Signed:

Post Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Primary School Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Updated Jan 2018