



CAYMAN PREP & HIGH SCHOOL

(Owned and Operated by the United Church in Jamaica and the Cayman Islands)

JOB DESCRIPTION

Primary School Learning Assistant

- Post:** Primary School Learning Assistant
- Reporting to:** Infants – Assigned Class Teacher
Juniors – Year Group Leaders
- Liaising with:** Learning Assistant Leader, PLT Members

Purpose

To assist teachers with learning and teaching of students.

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.
- be proactive in matters relating to health and safety.
- support teachers by preparing/presenting displays of students' work, photocopying and other necessary tasks as the teacher or ALSN lead directs (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, performances 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 policies, and other regulations.
- Assist with various duties as assigned by the Principal, according to the needs of the school.

Safeguarding

In accordance with the school's commitment to follow and adhere to the School's Child Protection Policy and Procedures and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and dispatch your duty of care appropriately at all times. You will always be expected to present a consistently positive image of the school and uphold public trust and confidence.

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

Post holder Name: _____ Date: _____

Post Holder Signature: _____

Primary School Principal: _____ Date: _____