

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Learning Support Assistant

Classification: Childcare and Related Personal

Ref: 13,058

Aims & Objectives: Student will develop key skills by the experience of work and by working with young children and learning what it is like being a teacher within a primary school.

Key Tasks: Tasks may include helping to prepare activities and materials. Assisting with reading, number work, childrens games, helping supervise breaks and lunchtimes. Inputting ideas for childrens games, helping supervise breaks and lunchtimes. Generally provide a supporting role to the teacher.

Requirements: Must be keen to work with children and participate in activities. Students should be confident, with initiative. Students must also be polite and well mannered and have an understanding of children. Students should have confidence in their communications skills both with children and staff.

Clothing: Smart casual clothes should be worn. Minimum jewellery, with hair neat and tidy.

Working Hours: 8.45 - 11.45am, 1.00 - 3.05pm (KS1), 3.20pm finish (KS2) Monday to Friday (max 37 hrs)

Meal Breaks: Bring packed lunch to eat on premises - lunchtimes may be unsupervised

Interview Required: Y

Student to Arrange: Y

Notes: Student to contact employer to arrange an interview / informal chat prior to starting the placement.

Employer's Health & Safety Risk Assessment:

WORKPLACE SPECIFIC HAZARDS:-Students should remember that they are working with young children and behave accordingly.Students will not be involved in dispensing medication or be expected to administer first aid.Students may be transported by minibus on organised trips as a helper.LACK OF KNOWLEDGE, EXPERIENCE & AWARENESS:-Student will be supervised at all times and never be left alone with children.CHILD PROTECTION ISSUES:-The student will not be involved with 'intimate personal care' (washing, bathing, toileting, nappy changing etc)Students should avoid physical contact with the children such as lifting, piggy backs etc. All staff are police checkedEQUIPMENT & MACHINERY, CHEMICALS & FLAMMABLE MATERIALS:-LIFTING & MANUAL HANDING:-Students will not be involved working with chemicals or hazardous machinery or ladders.NOTE:- Students who are unwell, especially with sickness, diarrhoea or contagious diseases should not attend and inform the school as soon as possible. A minimum of 48hrs is required before returning to school.

Special Notes:

Parents/Guardians will be expected to give details of any health problems e.g. epilepsy, asthma etc on the agreement form

Last Visit Date:**Next Visit Date:****Risk Band: L**