



## Learning Support Assistant (LSA) Job Description

**Grade:** JG3

**Responsible To:** Classroom Teacher / SENCO

### Main Purpose of the Role

To provide support and inclusion of all children including those with special educational needs within a mainstream school to ensure equality of access to opportunities to learn and develop.

To act as an integral part of the school staff team, and as such to contribute to the overall aims of the school, working within agreed policies and procedures.

### Qualifications and Experience

- A good standard of general education, normally evidenced by 3 or more GCSEs (or equivalent) at Grade C/4 or above, including maths and English or L2 Numeracy and Literacy
- Minimum of a National Vocational Qualifications for Teaching/Classroom Assistant at Level 2
- Previous experience of working with children in an educational setting
- Good interpersonal skills with both adults and children
- Good basic ICT skills

### Contacts

- Staff, pupils, student and work experience placements and parent helpers in school
- Parents, under the direction of the Head of School or classroom teacher

### Key Duties and Responsibilities

#### Supporting the pupil and the curriculum:

- Establish and maintain effective relationships with pupils

Work with specified groups of pupils to achieve learning targets set by the classroom teacher. This involves understanding and respecting the learning styles and preferences of pupils and using this knowledge to support the pupils when working on their own or in groups. Assist pupils in accessing the curriculum and utilise support packages or learning platforms where applicable.

- Provide care and support for the pupils'

i) Promote pupil well-being by encouraging them to develop good relationships with others, develop their self – reliance and self-esteem; help them adjust to new settings and to practice good standards of health and hygiene.

ii) Apply simple first aid and administer controlled drugs, where authorised to do so and attending to their personal needs as necessary. *{i.e. helping children to get changed if wet etc. give medications in accordance with policy, if requested to do so}*

iii) Participate in formal case discussions and pupil reviews, concerning the educational development of pupils with whom there is day-to-day classroom contact. *{i.e. make and feedback diary entries provide insights into how the pupils relate to other adults, in small group work, and to other children at playtime etc.}*

### **Supporting the Teacher**

- Assist in preparing and maintaining the learning environment:

i) Work under the direction of the classroom teacher to ensure that all learning resources and materials are available and ready for use when needed. This involves the preparation, setting out and clearing away of teaching aids, during and between lessons, as well as, the preparation of display materials involving photocopying or reprographics.

ii) This responsibility includes the making and maintaining simple teaching aids, such as arts and crafts material, the storage of educational resources including books, the care of school livestock and the downloading of radio podcasts and television programmes and the laundering of tea towels etc.

- Contribute to the planning and evaluation of learning activities.

i) Assist the classroom teacher to plan how learning activities will be implemented, including determining own role in supporting the activities.

Particularly in the development of a suitable programme of support (IEPs) for children who need learning support.

*{i.e. use your initiative if you see something needs doing, or needs to be adapted to enable access}*

ii) Share views and opinions with the classroom teacher about how well the activities achieved the learning objectives and contribute to the maintenance of pupil records by up-dating individual records as agreed with the teacher. iii) Filing and storing the information for future use by the teacher.

- Provide support for the use of ICT in the classroom

i) Making sure that ICT equipment is available and ready for use when required, by liaison with appropriate technical staff where necessary, and helping the teacher and/or pupils in the practical application of programmes and equipment to ensure that it is used safely and effectively.

- Maintaining effective classroom records

i) Assist the class teacher by maintaining agreed written records of all school materials and equipment used in support of the pupils learning and development, including the responsibility for stock control and maintaining and audit of expendable materials.

### **Supporting the School**

- Develop and maintain working relationships with other professionals

i) Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school. Provide effective support for all other members of the schools staff by sharing own knowledge and expertise in a professional and constructive manner.

ii) Take an active role in supporting and developing a culture of team working for the benefit of pupils, both individually and collectively.

iii) Participate in appropriate staff meetings and contribute to the development of policies and procedures related to classroom management.

- Contribute to the management of pupil behaviour and security

i) Contribute to the maintenance of school policies, which encourage positive pupil behaviour and implement agreed behaviour management procedures in the classroom. Have an awareness of child protection issues and policies.

ii) Undertake playground and lunchtime supervision duties as required and assist the classroom teacher in ensuring that at the end of the day all pupils are placed in the care of their parents, or other authorised adults.

iii) Responsible for reporting situations which potentially pose a danger to any pupil or member of staff in the school.

- Liaise effectively with parents.

i) In agreement with the Head teacher or classroom teacher, communicate with parents about the care and education of their children. Promote partnership working between home and school and help the teacher to develop and maintain parental interest in their child's education.

ii) To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.

- Participate in collective school activities

i) As requested by the Head teacher, supervise pupils during assembly, fundraising events, school outings, sporting activities and other extracurricular activities undertaken during the normal school day.

ii) Such other duties allocated at the discretion of the Head of School and class teachers to meet the needs of the pupils and circumstances of the school and are commensurate with the grade of the post.

- Review and develop own professional practice

Develop and maintain effectiveness as a member of staff by taking responsibility for own continuing professional development. *{i.e. attend relevant in-service training, courses, cluster group training, maintain a log of training attended and key development points from it, and share knowledge with colleagues.}*

- To participate as part of a curriculum team.

- To maintain confidentiality at all times.

Kaleidoscope Multi-Academy Trust are committed to ensuring outstanding safeguarding procedures and to promote the welfare of our pupils. The post holder is subject to the provisions of all child protection legislation, recruitment checks, DfE requirements, school level policies and Kaleidoscope's central policies governing staff who work with children.

Central to the planning and systems of Kaleidoscope Multi-Academy Trust are our 5 C's:

1. Our schools are **Child-centric** (focusing on the whole child)
2. **Creative** and innovative
3. **Community** focused
4. **Collaborative** but distinctive
5. We have a **Culture** of high expectations and excellence, striving for and sharing best practice.

*Please Note:* This job description may be amended at any time following consultation between the CEO, Kaleidoscope Trust Board or Senior Leadership staff within a specific school(s) and LGB(s).

**Job Description Acknowledgement**

I have reviewed this job description and understand the duties and responsibilities involved. I am able to perform the essential functions as outlined and other tasks which may be involved. I have discussed any questions that I may have had about this role prior to signing this form.

Employee Signature: ..... Date: .....

Signed (& Initialed) on behalf of school: ..... Date: .....

*Please issue school stamp below if applicable.*