



**HIGHCLIFFE
PRIMARY**

Lionheart Educational Trust

JOB DESCRIPTION

School/College:	Highcliffe Primary School, part of Lionheart Educational Trust
Job Title:	Learning Support Assistant (LSA)
Grade:	5 point 7
Responsible To:	Head of School and Class Teacher
Key Relationships:	Teachers, other classroom support staff, Assistant Headteacher, Head of School and SENDCo.
Job Purpose:	An LSA will work under the direct supervision of a teacher to support teaching and learning and associated activities in accordance with school policies and procedures. This may include providing general support for whole class learning activities, or supporting individuals 1-1 or small groups of pupils.
Occupational Standards:	Supporting Teaching and Learning (STL) Level 2

MAIN DUTIES AND RESPONSIBILITIES:

1. To provide agreed support to the teacher in the delivery of planned whole class learning activities.
2. To work under the direct supervision of a teacher to carry out planned learning activities with small groups or individual pupils, providing feedback on their engagement in activities and their achievement of the desired learning objectives.
3. To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
4. To observe and feedback to the teacher and pupils on pupil performance and behaviour, taking action as appropriate in line with relevant school policies.
5. To support the physical, intellectual, emotional and social development of pupils, including contributing ideas and suggestions to support planning, to meet their development needs.
6. To interact with and respond positively to children, young people and adults.
7. To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.

8. To support pupils to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum.
9. To prepare and utilise ICT resources to support pupils learning.
10. To prepare and support the use of learning materials and create visual displays, in accordance with the requirements of the teacher, in order to facilitate a relevant physical learning environment.
11. To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.
12. To contribute to the provision of support for bilingual / multilingual pupils if required.
13. To invigilate internal and external tests and examinations under formal conditions.
14. To encourage participation in structured and unstructured learning activities, including play (timetabled and during breaks if required).
15. To undertake midday supervision duties. Includes setting up and participating in play activities with the children. These could be creative, sporting or mindfulness activities.
16. To support, as appropriate, in instances where pupils are unwell whilst at the school. *
17. To provide toileting support to pupils as necessary. *

* these duties only to be included by negotiation with individual employees, and after appropriate risk assessment and training have been undertaken.

Expectations and Values

Lionheart Educational Trust is committed to continuous learning and all staff are expected to engage in continuing professional learning and development. In common with all who work in the Trust, the post holder will also be expected to:

- Act as an ambassador for the Trust by supporting our values and expectations of learning.
- Be a significant presence and role model for pupils and staff.
- Follow and where appropriate enact all relevant school policies, procedures and guidelines.
- Contribute to development through team planning and review meetings.
- Responsibility for providing and safeguarding the welfare of children and young people within the School.

<p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.</p>	<p>✓</p>		<p>Med</p>
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App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)