



Job Description LSA

Main purpose of the job:

To assist teachers in a range of duties to support the educational needs of identified pupils in the classroom.

The job or duties may vary or be amended from time to time without changing the level of responsibility associated with the post.

Duties and responsibilities:

Support for pupils:

To aid effective learning through working with individuals or groups of pupils.
For example, by:

- Clarifying and explaining instructions
- Ensuring pupils are able to use equipment and materials provided
- Motivating and encouraging pupils as required
- Liaising with the class teachers and coordinator for inclusion
- Developing appropriate resources and plan activities to support pupils
- To encourage the acceptance and inclusion of pupils with special needs, challenging behaviour and who have English as an additional language
- To give support within the classroom, and on a withdrawal basis, on set targets
- To help identified pupils to develop confidence
- To actively encourage the development of pupils' independence
- Supervise pupils on visits/trips and out of school activities in accordance with your contract
- Act as a one to one for a child
- Build a strong relationship with the child you are working with
- Under the guidance of the teacher/SENCO, carry out activities/tasks to support the child's development
- Where required, support other children in the setting
- Build a strong relationship with the child's family and other relevant agencies/professionals
- Consistently and effectively implementing agreed behaviour management strategies
- Helping to make appropriate resources to support the pupil

Support for teachers:

To make and assist with the preparation of materials and equipment for pupils

- To assist the class teacher in the implementation of suitable programmes for pupils who need support in order to reach learning goals
- To participate in the evaluation of the support programme
- To assess individual pupils and mark work under the direction of the class teacher and Coordinator for Inclusion
- To care for and comfort pupils in times of distress or difficulty



- Create and maintain a purposeful and orderly learning environment in accordance with lesson plans and assist with the display of pupil's work

Support for the school

- To support the implementation of the school's procedures and policies, including Safeguarding and Health and Safety
- To implement and be committed to Liverpool equal opportunities policy
- To be aware of confidentiality issues in regard to home/pupil/teacher/school and to keep confidences appropriately
- To establish relationships and communicate with other agencies/professionals to support achievement and progress of pupils
- To provide pastoral support for pupils when needed
- To attend in-service training when required
- To support pupils at break and lunchtimes, in the form of playground duty as well as lunch clubs and activities
- To support the daily routines of the school e.g. collecting class registers
- To assist when classes have been split
- Provide clerical/admin support e.g. photocopying
- Any other tasks as directed by the Headteacher or Class Teacher that are consistent with the duties for the post.