JOB DESCRIPTION

School/College:	**Highcliffe Primary School, part of Lionheart Educational Trust**
Job Title:	**Learning Support Assistant (LSA)**
Grade:	**5 point 7**
Responsible To:	Key Stage Co-ordinator and Class Teacher
Key Relationships/ Liaison with:	Teachers, Other classroom support staff, Assistant Headteacher, Head of School and SENDCo.
Job Purpose:	A LSA will work under the direct supervision of a teacher to provide 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 RESPONSIBILIES:

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 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). Primary and Special schools.

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 Academies 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.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Lionheart Academies Trust seeks to promote the employment of disables people and will make any adjustments considered reasonable to the above duties under the terms of the Equality At 2010 to accommodate a suitable disabled candidate.

Signed: Kerrie White

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Grade: **5 Point 7**

Post Number:

	Essential	Desirable	How Assessed
Qualifications • NVQ 2 in Support Teaching and Learning, or equivalent OR Able to demonstrate the ability to meet The STL Level 2 National Occupational Standards relevant to this post • Level 2 qualifications in Maths/numeracy and English/literacy	✓	✓	App/Doc App/Doc
Experience • Experience of supporting teaching and learning in a formal setting.	✓		App/Int/Ref
Knowledge • Knowledge of child protection and health and safety procedures.	✓		App/Int/Ref
Skills/Attributes • Ability and willingness to undertake Professional development. • Good interpersonal skills. • Empathy with children and young people • Ability to work effectively as part of a team.	✓ ✓ ✓ ✓		App/Int/Ref Int/Ref Int/Ref Int/Ref
General Circumstances • Attendance – evidence of regular attendance at work. • An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.	✓ ✓		App/Ref/Med App/Int
Factors not already covered 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.	✓		Med

App = Application Form
Test = Test
Int = Interview
Pre = Presentation
Med = Medical Questionnaire
Doc = Documentary Evidence (E.g., Certificates)