

Learning Support Assistant: Job Description

Job Title:	Learning Support Assistant	Reporting to:	Assistant Principal Inclusion
Department:	Learning Development	Scale	2
Contract	Permanent 39 weeks (term time + 1 week)	Hours	37 hours 08.00-16.00

Safer Recruitment Statement

Castle Donington College is committed to safeguarding and promoting the welfare of pupils and young people and expects all staff and volunteers to share this commitment. This post is subject to a number of checks being carried out including References and an Enhanced level check by the Disclosure & Barring Service regarding any previous criminal record.

Equality Statement

Castle Donington College is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 and the Equality Act 2010 to accommodate a suitable disabled candidate.

Responsibilities of all Support Staff

- To make the education, safety and happiness of the students in the College your primary purpose
 - To ensure the need to safeguard students' well-being is understood and followed in accordance with statutory provisions and in line with College procedures
 - To promote the College aims values and ethos and to abide by policies and procedures in all situations
 - To maintain high standards of punctuality and attendance
 - To act as a role model by demonstrating a professional level of dress, appearance and behaviour
 - To treat all members of the College community (staff, students, parents, Governors and visitors) with respect and dignity and at all times observe proper boundaries
 - To know and always act within the statutory frameworks which set out your professional duties and responsibilities
 - To show a tolerance of and respect for the rights and beliefs of others. To ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law and do not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
 - To participate and engage fully in relevant college-based meetings and training activities, within contracted hours, including the appraisal process
- To respond speedily and appropriately to parental concerns, as appropriate to the role

Specific Responsibilities and duties of a Learning Support Assistant

The main aim of an LSA is to work under the direct supervision of a teacher to provide support for teaching and learning and associated activities in accordance with school policies and procedures. Duties include;

- Providing general support for learning activities by supporting individuals or small groups of pupils within the classroom

- To provide agreed support to the teacher in the delivery of planned whole class learning activities
- To work under the direct supervision of a teacher to support small groups or individual pupils, providing feedback on their engagement in activities and their achievement of the desired learning objectives
- To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans
- To observe and feed back to the teacher on pupil performance and behaviour, acting as appropriate, in line with relevant College policies
- To support the physical, intellectual, emotional and social development of pupils, including contributing ideas and suggestions to support planning, to meet their development needs
- To interact with and respond positively to children, young people and adults
- To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team
- To support pupils to improve their basic numeracy and literacy skills through focussed learning activities and more generally across the curriculum
- To prepare and utilise ICT resources to support pupils learning as appropriate
- 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
- To provide care and encouragement to young people with disabilities or special educational needs, supporting them to participate in activities
- To contribute to the provision of support for bilingual / multilingual pupils if required
- To invigilate internal and external tests and examinations under formal conditions (training given)
- To encourage participation in structured and unstructured learning activities, including running clubs and activities outside lesson time
- To undertake midday/ break time supervision duties as requested.
- To support, as appropriate, in instances where pupils are unwell whilst at the school
- To undertake first aid training as required
- Assisting pupils in implementing their own personal care programmes during the school day, specifically in relation to practical support for personal hygiene and toileting.
- Working in cooperation with other key workers involved in supporting the pupils' educational and health care needs under the guidance of the class teacher or other responsible officer
- To participate in meetings and training where required
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

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 justify, in themselves, a reconsideration of the grading of the post.

Castle Donington College seeks to promote the recruitment of disabled people and will make any reasonable adjustment to the duties above, under the terms of the Equality Act 2010.