

Appendix 3a

JOB DESCRIPTION

Job Title:	LSA (Learning Support Assistant)
Grade:	Level 4, pt 6 – 7
Responsible to:	SENCo, Deputy SENCo, SLT
Liaison With:	Class Teacher

KEY ROLE:

The postholder will be responsible for supporting children with their learning, including those with special educational needs and/or disability under the direction and guidance of class teachers and the SENCO / SLT and to provide for the social, educational and welfare needs of pupils within the school.

MAIN DUTIES AND RESPONSIBILITIES

Supporting Pupils -

- To work with individuals or small groups of children at the direction of SENCo, teaching staff or leadership
- To support pupils in their learning and progress across all curriculum areas
- To ensure there is an understanding of the specific needs of pupils within the classes and year groups that you work
- To interact with and support pupils according to individual needs, ensuring appropriate resources / methods are selected to facilitate learning activities
- To establish a supportive relationship with pupils, in a range of formal and informal contexts
- To provide regular feedback to pupils and staff both verbally and in line with the school's Feedback & Marking policy
- To assist with escorting, supervising and supporting pupils on educational visits
- To promote positive pupil behaviour in line with school policies and procedures.

Individual Needs -

- To be involved with planning, organising and implementing intervention / ISP / EHCP support for individual pupils
- To report back to class teachers / SENCo / SLT on the progress of children, keeping computerised records and completing school paperwork accurately and in a timely manner
- To promote the inclusion and acceptance of pupils with any SEND ensuring they have access to learning both in and out of the classroom
- To attend to pupils' personal needs, including help with social, welfare and health matters including minor first aid
- To assist pupils at the start and end of day and at outdoor areas/field as required.

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General

- To provide assistance during public examinations for students with access arrangements (e.g. scribe, reader).
- To support class teachers with general class organisation and administrative duties e.g displays, filing, resourcing etc.
- To participate in the performance management review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager
- To comply with health and safety requirements relevant to the role and workplace
- To maintain workplace confidentiality at all times
- To ensure that all School and Trust policies and procedures are followed
- To ensure that all duties and services provided are in accordance with the School's and Trust's Equality, Diversity and Inclusion Policy and practices
- To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices and report to the DPO any concerns or requests.
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust or school

The Academy Committee and the Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade at any site within the Trust.

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LSA Person Specification

	Essential	Desirable
Qualifications	English and Maths GCSE grades A-C, or equivalent	- Level 2 / 3 LSA - First aid qualification
Experience	- Experience of working in a school setting and within a classroom - Experience of working with individuals or groups of pupils in supporting their learning	Experience of working in more than one year group / key stage
Knowledge and Skills	- Ability to prioritise work effectively - Ability to work flexibly to meet deadlines - Ability to respond positively to instructions from others - Ability to work as part of a team - Understanding of the National Curriculum and the stages of children's learning and development - Understanding of the educational welfare and social needs of children - Ability to build positive relationships with pupils in order to enhance their learning and development - Proven excellent written and oral communication skills, including IT skills	
Personal Qualities	- Able to maintain confidentiality in all circumstances - Proactive approach to work; being responsive, empathetic and supportive to all within the school - Able to establish effective relationships with those working in and with the school - Understand the importance of physical and emotional wellbeing of staff and pupils	