

# **CHALFONT ST PETER CHURCH OF ENGLAND ACADEMY**

## **LEARNING SUPPORT ASSISTANT (LSA) JOB DESCRIPTION**

This description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

### **PURPOSE OF POST**

To work under the instruction and guidance of the SENDCo and other teaching staff in a range of duties to support the learning for a specific child with a Statement of Educational Need in line with school policies and procedures.

### **DUTIES AND RESPONSIBILITIES**

#### **1. Support for Pupil**

- Use specialist skills, training and experience to support the pupil in the learning
- Establish productive working relationships with the pupil acting as a role model and setting high expectations.
- Support the pupil constantly whilst recognising and responding to their individual needs.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupil in relation to progress and achievement.

#### **2. Support for the Teacher**

- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher and SENDCO on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Undertake marking of pupil's work and accurately record achievement/progress.
- Liaise sensitively and effectively with parents as agreed with the Headteacher within your role/responsibility and participate in feedback sessions/meetings with parents as directed.
- Administer and assess routine tests.
- Provide general clerical/administrative support e.g. produce activities for agreed objectives.

#### **3. Support for the Curriculum**

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Support the use of ICT in learning activities and develop pupil's competence and independence in its use.

#### **4. Support for the School:**

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support differences, and ensure the pupil has equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of the pupil out of lesson times if required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for the pupil under the supervision of the teacher.
- To promote equal opportunities at all times.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher and SENDCo, to support achievement and progress of the pupil.

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**LEARNING SUPPORT ASSISTANT (LSA) PERSON SPECIFICATION**

ATTRIBUTES/ REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Educated to at least GCSE level including a good level in English and Maths</li> <li>Willingness and ability to obtain and/or enhance qualifications and training for development in the post</li> </ul>	<ul style="list-style-type: none"> <li>NVQ Level 2 or equivalent relevant qualification</li> </ul>	Application Form, examination of certificates
<b>RELEVANT EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of working with young children in a school setting</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a primary education setting</li> <li>Experience of working with young children with ASD and ADHD</li> </ul>	Application Form, Interview, References
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>Excellent numeracy, literacy and ICT skills</li> <li>Excellent communication is critical due to the needs of the child and therefore excellent written and spoken English is essential</li> <li>Understanding the principles of child development</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of primary national curriculum, with knowledge of SEN</li> <li>Child Protection and Safeguarding Procedures</li> </ul>	Interview, Application Form, References
<b>PERSONAL CHARACTERISTICS</b>	<ul style="list-style-type: none"> <li>Ability to relate well to children and adults</li> <li>Calm positive and encouraging personality</li> <li>Genuinely passionate about the wellbeing of children</li> <li>Ability to work with specialist teachers and agencies</li> <li>Ability to meet the physical demands required of the job</li> <li>Good organisational skills and to be able to work as part of a team</li> <li>Be in sympathy with Christian ethos of the school</li> <li>Enthusiasm, patience and flexibility for the demands of the post</li> </ul>		Application Form, Interview, References
We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. <b><i>All appointments are subject to an enhanced DBS disclosure.</i></b>			