

Job Description- LSA

Purpose of Role: To work under the direct instruction of teaching staff, both inside and outside of the classroom, to support access to learning/

Position: Learning Support Assistant

Hours: 17.5 hours per week (8.40am-12.10pm)

Accountable to: Headteacher

Line Manager: Deputy Headteacher

Support for Pupils:

- Attend to pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- To attend to the intimate care needs of pupils when needed, following the requirements of our school's intimate care policy
- Aid the children to learn as effectively as possible, both in group situations and on his/her own (in the classroom and outside of the classroom) by, for example:
 - Clarifying and explaining instructions
 - Ensuring the child is able to use equipment and materials provided and to modify if necessary;
 - Motivating and encouraging the child;
 - Assisting in areas which need development (e.g. language, behaviour, reading, spelling, handwriting/presentation)
 - Helping children to concentrate on and finish work set;
 - Liaising with the class teacher about personalised target plans, having knowledge of the targets for children with your groups and being prepared to take part in reviews if requested;
 - Develop appropriate resources to support pupils, as directed
- Supervise and support pupils, ensuring safety and access to learning
- Establish good relationships with children, acting as a role model and being aware of and responding appropriately to their needs
- Promote the inclusion and acceptance of all pupils
- Develop methods of promoting/reinforcing the pupil's self-esteem
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate
- Liaise with the class teacher regarding pupils' targets
- Encourage constructive play in the playground
- Provide feedback to children in relation to progress and achievement

Support for Teachers

- Assist the class teacher and other professionals, as appropriate, in the development of a suitable programme of support for children who need learning support.
- Support the teacher in managing pupils' behaviour, reporting difficulties as appropriate
- Prepare the classroom as directed for lesson, clear afterwards and assist with the display of pupils work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Gather/report information from/to parents/carers as directed
- Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.
- Supervise the children on playground duty.

Support for the curriculum

- Support the pupils in respect of local and national learning strategies as directed by the teacher
- Undertake structured and agreed teaching programmes, adjusting activities according to pupil responses.

- To read plans in advance, liaise with the class teacher and adapt as necessary.
- Prepare and maintain equipment/resources as directed by the teacher and assist the pupils in their use
- Support the pupils to understand instructions
- Support the pupils in using basic ICT as directed

Support for the school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Accompany teaching staff and pupils on visits, trips and out of school activities
- Contribute to the overall ethos/work/aims of the school
- Where appropriate, develop a relationship to foster links between home and school.
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required

PERSON SPECIFICATION

	Essential
Qualifications & Experience	<ul style="list-style-type: none"> • Experience of working with relevant age groups within a learning environment. • Good numeracy and literacy skills • First Aid certificate (or be willing to undertake the training). • Relevant EYFS Level 2 or Level 3 qualification (desirable)
Knowledge & Understanding	<ul style="list-style-type: none"> • Understanding of the Primary Curriculum • Able to work constructively as part of a team, understanding classroom roles and responsibilities • Able to use basic technology – computer, video, photocopier • Ability to relate well to children and adults • Understanding of Special Educational Needs
Personal Qualities	<ul style="list-style-type: none"> • Must be committed to looking after the welfare of the children • Must be able to complete tasks with the minimum of supervision • Must be able to prioritise and react appropriately to events and situations • Must be willing to learn new skills including Signalong • Must be willing to be a member of a team • Must keep school matters confidential • Must have a sense of humour
Physical	<ul style="list-style-type: none"> • Must be able to meet the physical demands of the job.
Equal Opportunities	<ul style="list-style-type: none"> • Must have an understanding of and willingness to promote equal opportunities

This Trust is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.