

## Job Description: Learning Support Assistant

<b>Post title:</b>	Learning Support Assistant (LSA)	<b>Grade:</b>	Bexley 04-05
<b>Department:</b>	Learning Support	<b>Post hours:</b>	25 hours per week, 38 weeks a year. 8.00am to 1.00pm, Monday to Friday.
<b>Responsible to:</b>	Deputy Headteacher		

### Main purpose of the Role

To work under the instruction and guidance of teaching and senior staff to undertake work, care and support programmes for pupils, to enable access to learning for pupils including those with special needs and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

### Major Duties and Responsibilities

- Assist teachers in ensuring all pupils' continuing educational development through establishing constructive relationships and contributing to Individual Education/Behaviour Plans.
- Assist teachers in fostering attractive learning environments to ensure that pupils spend their school life in stimulating surroundings.
- Prepare, maintain and use equipment/resources required to meet lesson plans/relevant learning activities and assist pupils in use.
- To ensure accurate records and observations are kept so that pupils receive the maximum benefit from their education.
- Administer routine tests and invigilate exams and undertake routine marking of pupil's work.
- Support children whilst at play to develop social skills, confidence and positive interaction.

### Job Activities

- Securing the safety, welfare and good conduct of pupils at all times.
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and encourage pupils to interact with others and to engage in activities led by the teacher. Supervise and assist with any toileting/medical needs as required.
- Set challenging and demanding expectations and promote self-esteem and independence, providing feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Establish constructive relationships with pupils, and interact with them according to individual needs, promoting the inclusion/acceptance of all pupils.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parent/carers.

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Assist with the planning of learning activities, monitoring pupils' responses to these, accurately record achievement/progress as directed.
- As needed, deliver whole class teaching sessions weekly to cover class teachers planning time in EYFS/KS1 (PPA).
- To attend all five staff training days (INSET) throughout the school year alongside teaching staff.
- Assist with the supervision of pupils out of lesson times, including before and after school and lunch time if required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Support the use of ICT in learning activities and develop pupil's competence and independence in its use.
- Attend weekly meetings and discussions, which contribute to the overall ethos/work/aims of the school.
- Awareness of the school's educational and behavioural policies for developing pupils.
- Provide clerical and administration support for teacher.

#### **Other specific responsibilities:**

- To undertake any reasonable request from the Headteacher, School Business Manager and other members of the Senior Leadership Team.
- To be aware of and comply with school policy and procedures.
- Occasionally staff may be required to work beyond usual hours, for example during parents' evening – flexibility is required by staff to help accommodate the smooth running of these events and administration of the school. There is no automatic entitlement to paid overtime unless expressly agreed beforehand by your line manager.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description. Such variations themselves cannot justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of the job description, it will be amended accordingly. It will be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the post holder's role within the School.

The job description is current at the date shown, but, in conjunction with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

<b>Signed by:</b>	<b>Headteacher:</b>	<b>Date:</b>
	<b>Post holder:</b>	<b>Date:</b>