



JOB DESCRIPTION

Learning Support Assistant

Responsible to: Class teacher and Year Leader

Line Manager: Inclusion Leader

General Duties and Responsibilities

This job 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 according to the needs of the school, without changing the level of responsibility associated with the post. Therefore an LSA may be asked to work in any year group or class and may be asked to move at any time according to pupil and staffing needs.

Teaching and learning

1. Work as part of a team to ensure the well-being, behaviour and personal development of pupils to enhance their learning opportunities and life skills
2. Assist in the educational and social development of pupils under the direction and guidance of the Headteacher, Inclusion Leader, Year Leader and class teachers
3. Use routine supervision and care skills to support pupils including those who have physical, emotional or educational needs
4. Assist in the implementation of Individual Education Programmes for students and help monitor their progress and contribute to future planning
5. Provide support for individual students and groups of children, inside and outside the classroom to enable them to fully participate in all school based activities
6. Work with other professionals, especially Physical Sensory and Support Services, as directed
7. Assist class teachers with maintaining student records
8. Support students with emotional or behavioural problems and help develop their social skills
9. Promote inclusion and acceptance of all pupils
10. Accompany teaching staff and pupils on visits, trips and out of school activities, as required

Administrative duties

1. Prepare and present displays of students' work
2. Support Year Leader and class teachers in photocopying and other tasks in order to support teaching
3. Undertake other duties from time to time as the Headteacher, Year Leader or class teacher requires
4. Organises and maintains the learning environment

Standards and quality assurance

1. Support the aims and ethos of the school
2. Establish good relationships with pupils, acting as a role model and being aware of and responding to individual needs
3. Set a good example in terms of dress, punctuality and attendance
4. Attend team and staff meetings as directed
5. Undertake professional duties that may be reasonably assigned by the Headteacher, Year Leader or any member of the school's Senior Leadership Team
6. Be proactive in matters relating to health and safety
7. To take part in training activities offered by the school and Local Authority to further knowledge
8. To understand and apply all school policies e.g. Behaviour Management, Health and Safety, Equalities, Safeguarding
9. To maintain confidentiality for any information received regarding pupils, staff and school inside and outside the workplace